

QUICK REFERENCE GUIDE

Updated June 9, 2020

Cancel a Purchase Order Tied to a Requisition

There are times where you want to close or cancel all or part of an existing purchase order that you created referencing requisition from SWIFT's EProcurement module.

IMPORTANT! Agencies can cancel a purchase order tied to requisition only if there has been no activity against the purchase order. An activity or document includes an event, requisition, receipt or voucher. Contact the SWIFT Help Desk if you have questions about an individual purchase order.

You can cancel the purchase order tied to a requisition and/or event under the following conditions.

- If the associated requisition has been liquidated (a pre-encumbrance balance of \$0.00), and
- If the event should be re-awarded in SWIFT's Sourcing module, and
- If the requisition will be re-sourced in SWIFT's EProcurement module after you cancel the purchase order.

If you close a purchase order before finalizing it, the funds are tied up and cannot be reused.

Determine if your agency finalized the purchase order.

Your agency might have finalized the purchase order to release the pre-encumbrance. You will need to reverse the "Finalize" before cancelling the purchase order. Reversing the "Finalize" on the purchase order will put the pre-encumbrance back on the requisition and allow the documents to be re-sourced. Step 3 on this guide covers how to reverse the finalize process.

Review the requisition in the EProcurement module to see if your agency liquidated or finalized it.

If your agency finalized the requisition, you cannot cancel the purchase order associated with it.

- Find the requisition on the *Manage Requisitions* page. Select the *Req ID*. SWIFT opens the *Requisition Details* page. Expand the *Lines* section.
- On the *Requisition Lines* section, look at the *Commitment Control Close* flag. You can find it on the *Budget Information* tab of the *Accounting Lines* section. The example below shows a requisition that an agency did not finalize.

Accounting Lines						
1-1 of 1						
Details More Details More Details 2 Asset Information Budget Information						
Budget Status	Budget Date	Pre-Encumbrance Balance	Currency	Pre-Encumbered Base Balance	Base Currency	Commitment Control Close Flag
Warning	12/05/2018	200.00	USD	200.00	USD	<input type="checkbox"/>

- If the *Commitment Control Close Flag* box is checked, your agency finalized the requisition. The *Balance* fields should be \$0.00 when the box is checked.

This guide provides an overview of the steps to cancel a purchase order tied to a requisition. It also describes the steps to reverse the "Finalize" on a purchase order.

Steps to complete

- Step 1: Review the purchase order to make sure you can cancel it
- Step 2: Make sure the purchase order can be canceled
- Step 3: Reverse the Finalize, if applicable
- Step 4: Cancel the purchase order
- Step 5: Run the budget check
- Step 6: Determine how you want to source the requisition
- Step 7: Run the budget check
- Step 8: Make sure that SWIFT canceled the purchase order

Steps to cancel a purchase order tied to a requisition

Step 1: Review the purchase order to make sure you can cancel it

1. Access the purchase order. Navigate to the *Purchase Order* page.

Navigation Options	Navigation Path
Navigation Collection	Procurement, Purchasing, Purchase Order, Purchase Order page defaults.
WorkCenter	Procurement, Purchasing, Buyer WorkCenter. Left menu Links, Add/Update POs, Purchase Order page.

2. On the *Purchase Order* page, select the *Find an Existing Value* tab.

SWIFT opens the *Search Criteria* section of the *Find an Existing Value* page.

- Enter search items such the *PO ID*. Press the **Search** button.
- SWIFT displays the *Search Results*. Press the *PO ID* of the desired purchase order.

Search Results												
View All												
Business Unit	PO ID	Origin	Purchase Order Date	PO Status	Short Supplier Name	Supplier ID	Supplier Name	Buyer	Buyer Name	PO Type	Purchase Order Reference	Hold From Further Processing
R2907	3000137849	A12	12/05/2018	Dispatched	BITUMINOUS-001	0000192548	BITUMINOUS ROADWAYS INC			General	(blank)	N

SWIFT displays the *Maintain Purchase Order* page for the selected purchase order.

Step 2: Make sure that the purchase order with a requisition can be cancelled

A purchase order can be cancelled when the following is true.

- If your agency finalized the purchase order, you will need to undo the finalize *Status*.
- The *PO Status* is "Dispatched."
- The *Receipt Status* is "Not Rec'vd."
- The *Contract* tab does not display a contract.
- The *Encumbrance Balance* should be equal to the *Total Amount*.

Maintain Purchase Order

Purchase Order

Business Unit R2901 Origin: A12 Commissioners Office

PO ID 3000137849 Approval Exception

Copy From [Dropdown]

PO Status Dispatched

Budget Status Valid

Hold From Further Processing

Doc Tol Status Valid

Backorder Status Not Backordered Create BackOrder

Receipt Status Not Recvd

*Dispatch Method Phone [Dropdown] Dispatch

Document Type POR Purchase Order

Agency Reference [Text Box]

Exempt From WFC

*PO Date 12/05/2018 Response Documentation

Expiration Date [Calendar]

Supplier Search

*Supplier BITUMINOUS-001 Supplier Details

*Supplier ID 0000192548 BITUMINOUS ROADWAYS INC

*Buyer 00744476 Karpenko, Sheri A

PO Reference [Text Box]

*Billing Location R291000221 Billing Address

Header Details

PO Defaults

PO Activities

Requisitions

Actions

Activity Summary

Add Comments

Add Ship To Comments

Document Status

Amount Summary

Merchandise 1,300.00 Calculate

Freight/Tax/Misc. 0.00

Total Amount 1,300.00 USD

Encumbrance Balance 1,300.00 USD

- See if there are any vouchers attached to the purchase order.
 - Select the *Activity Summary* link.
 - SWIFT opens the *Activity Summary* page in a new window. On the *Invoice* tab, view the *Amt Invoiced* field. It should be "0.000". Close that new window to return to the purchase order.

Lines

1-1 of 1 | View All

Details Receipt Invoice Matched RTV

Line	Item	Item Description	UOM	Amount Only	Amt Invoiced	Currency	Un-invoiced Amount	Currency
1		test	EA	✓	0.000	USD	100.000	USD

- As an option, you can add a comment about why you are canceling the purchase order.

Adding comments is an agency decision. Before you cancel a purchase order, you can choose to press the *Add Comments* link. On the *PO Header Comments* page, provide the reason for the cancellation. After adding comments, select **OK**. SWIFT returns you to the purchase order page.

- Update the *Dispatch Method* as needed.

Once you cancel a purchase order, SWIFT automatically re-dispatches it to the supplier. If you do not want it sent to the supplier, confirm or change the *Dispatch Method* to "Phone".

Step 3: Reverse the Finalize, if applicable

1. Check to see if your agency finalized the purchase order.

You can tell on the *Distribution* section of the lines on a purchase order. On the *Budget Information* tab, see if the **Final** box is checked.

Distribution											
Dist	Status	Percent	Budget Status	Budg Dt	Encumbrance Balance	Currency	Encumbered Base Balance	Base Currency	Expensed To Date	Final	Commitment Control Close Flag
1	Open	100.0000	Valid	12/05/2018	1300.00	USD	1,300.00	USD	0.00	<input checked="" type="checkbox"/>	

2. Unfinalize the purchase order. Update the purchase order on the header, select the **Undo Finalize on Entire Document** icon.

Purchase Order

Business Unit: R2901 Origin: A12 Commissioners Office PO Status: Dispatched

PO ID: 3000137849 [Approval Exception](#) Budget Status: Valid

Copy From: Hold From Further Processing

SWIFT sends a message that the action will undo finalize for all eligible distributions. Select **Yes**.

This action will undo finalize all eligible distributions for this PO. Continue? (10200,336)

3. Budget check the purchase order.

SWIFT updates the purchase order. It changes the *Budget Status* to “Not Chk’d.” Press the **Budget Check** icon to budget check it.

Purchase Order

Business Unit: R2901 Origin: A12 Commissioners Office PO Status: Dispatched

PO ID: 3000137849 [Approval Exception](#) Budget Status: Not Chk'd

Copy From: Hold From Further Processing

Step 4: Cancel the purchase order

The *Budget Status* must return to “Valid” in order to cancel the purchase order.

- On the header of the purchase order, press the **Cancel PO** button (e.g., red X).

Purchase Order

Business Unit: R2901 Origin: A12 Commissioners Office PO Status: Dispatched

PO ID: 3000137849 [Approval Exception](#) Budget Status: Valid

Copy From: Hold From Further Processing

- SWIFT displays a message. It will not allow further changes to a purchase order once cancelled. Press **Yes**.

Canceling a purchase order will commit any changes made and prevent further changes. Continue? (10200,515)

When you mark a purchase order as canceled, the system does not allow any further changes to the purchase order. Any changes made, however, will be stored on the purchase order.

Step 5: Determine how you want to resource the requisition

If there is a requisition open for a purchase order, SWIFT displays the *Cancel Purchase Order* page. After you select the option, press **Continue**.

The Office of State Procurement recommends that you select “Yes, Re-Source all Reqs.” Otherwise, the pre-encumbrance will not be released on the requisition.

Maintain Purchase Order

Cancel Purchase Order

Business Unit R2901 PO ID 3000171552 Supplier L & M SUPP-001

Would you like to open the Requisition quantity(ies) to be sourced again?

Yes, Re-Source all Reqs
 No, Do Not Re-Source Reqs
 Specify Reqs to Re-source

Options to handle the requisition

Option	Description
Yes, Re-Source all Reqs	This option allows you to keep this requisition and use it on a new purchase order or strategic sourcing event as needed. It reopens the requisition and allows you to reuse it. It may be useful if you need to change the supplier.
No, Do not Re-Source Reqs	The requisition will not be available to be reused on another purchase order or strategic sourcing event.
Specify Reqs to be Re-Sourced	This option allows you to specify which of the associated requisition lines are needed. Uncheck the lines you do not wish to reuse.

Step 6: Run the Budget Check

IMPORTANT! Always run the budget check process when cancelling purchase orders.

SWIFT displays the *Cancel Purchase Order* page.

- If you are resourcing some or all the requisition, the budget check will release the unused encumbrance and re-establish the pre-encumbrance on the requisition.
- If you are not resourcing any of the requisition, the entire encumbrance will be released for this purchase order. The requisition must also be canceled to release the pre-encumbrance.

Cancel Purchase Order

PO has 'Pending Cancel' status, but requires a budget check. Press the Budget Check button to run the budget checking process. Otherwise, click OK to continue without budget checking the PO. Also, PO has 'Pending Cancel' status. Dispatch PO to set the status to 'Canceled'.

Budget Check **Ok**

Goto: [View Budget Status- Prorated](#) [Budget Status- Non Prorated](#)

Save **Return to Search** **Notify** **Refresh** **Add** **Update/Display**

- Press the **Budget Check** button. This allows the release of an encumbrance for this purchase order.
- Or if you select **OK**, SWIFT will automatically run the budget check process during its regularly scheduled process run.

Step 7: Check to ensure the purchase order was cancelled

After you cancel or purchase order or line, SWIFT returns you to the **Find an Existing Value** page.

- The *PO Inquiry* will be “Pending Cancel” until after the nightly budget check. It will pull up and be in a cancelled status.

You have successfully canceled a purchase order tied to a requisition.