

QUICK REFERENCE GUIDE

Updated November 1, 2019

Close or Cancel a Purchase Order or Lines

There are times where you want to close or cancel all or part of an existing purchase order. The process to update the purchase order depends upon its status and the type of update. You may be able to cancel all or part of it. You can close or cancel an existing purchase order, purchase order line, schedule or distribution lines.

This guide provides an overview of the canceling and closing purchase orders or purchase order lines including common errors.

Overview of Canceling and Closing Purchase Orders or Lines

IMPORTANT! Before closing or canceling a purchase order, always check to see if there are receipts or vouchers against a purchase order.

- **Cancel a Purchase Order or Lines:** Use when the purchase order or lines have not been received or vouchered.
- **Close a Purchase Order:** Use when the purchase order has been fully or partially received or vouchered.
 - Use a change order when you wish to reduce and close a purchase order that references a contract, then close it in the Buyers WorkBench. Use the change order to keep the contract release amount(s) correct.
 - Close all purchase orders in the Buyers WorkBench.

Cancel versus Close a Purchase Order or Line

	Cancel	Close
When to use?	Purchase order and/or lines have not been received or vouchered.	The purchase order and lines have been fully or partially received or vouchered.
Reversal Possible?	No.	Create a new purchase order for the needed amount. The agency may need MMB assistance for closed Fiscal Years.
Impact on Budget	SWIFT releases the funds after budget check. After overnight batch processing, SWIFT will change the status from "Pending Cancel" to "Cancelled".	SWIFT releases the funds immediately after budget check if no contracts are involved. The close process does not create a change order on the purchase order. Process a change order for purchase orders that reference a contract.
Impact on Contracts?	Once cancelled and budget checked, the amount is available on the contract.	Amounts on purchase orders referencing a contract will not roll back to the contract unless you reduce the purchase order to the paid amount. First, process a change order to reduce the purchase order to the paid amount. Then, close it using the Buyer's WorkBench. SWIFT will make the funds available on the contract after the nightly batch.

Check to see for any vouchers or receipts.

Remember, you can cancel a purchase order that has been dispatched but not received or vouchered against.

- Look at these fields on the **Purchase Order** page.
 - PO Status* is "Dispatched."
 - Receipt Status* is "Not Rec'vd". Since not all purchase orders are set to requiring receiving, check the **Activity Summary** link.
 - The **Contract** tab does not display a contract. If it does reference a contract, you cannot follow this process. View the reference guides on Supplier Contracts.
 - The *Encumbrance Balance* should be equal to the *Total Amount*.
- Press the **Activity Summary** link to see if there are any receipts or vouchers attached to it. On the **Receipts** tab and the **Invoice** Tab, view the *Amt Invoiced* field. It should be "0.000".

Lines									
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	

Typical cancellation errors

SWIFT will prevent the cancellation of purchase orders that have been associated with a receipt or voucher. You will get an error message. SWIFT will provide information about the reason for the error.

Cancel Purchase Order			
Business Unit		G9R01	PO ID 300000244
Supplier		BELFRY G-001	
Return to Main Page			
Error			
Line	Sched	Distrib	Message
1	1		At least one schedule has been matched. Cannot cancel the PO.
1	1	1	The PO Line is tied to an active Voucher; therefore it may not be canceled.

You have successfully reviewed information about canceling a purchase order or purchase order lines.