How to cancel a purchase/blanket order using FPAPDEL

Description:

This screen is used to cancel a purchase order or blanket order that has been previously completed, approved, and posted in Banner. Canceling a purchase order will prevent any further activity against the document. During this process, the summarized document information for the purchase order or blanket order will default into the fields.

Navigation:

Access to the form can be achieved in three ways:

1. Type FPAPDEL in the search field
2. Type Purchase Order Cancel (or similar) in the search field
3. Navigate through the applications menu system on the left side of the main screen

Moving to and from sections on a screen can be done in two ways:

1. Use the keyboard commands "Alt – Page Down" and "Alt – Page Up"
2. Use the icons on the bottom left of the screen to move back and forth between sections.

The Process:

This document will outline a **Quick Step** procedure as well as a more **Detailed Procedure** for canceling a purchase order or blanket order in Banner 9. The Quick Step guide will show the minimum steps and fields required to cancel a purchase/blanket order. To get a more in-depth understanding of the cancelation process, incorporating screen captures from the system and including a full description of each field, please refer to the **Detailed Process** section.

QUICK STEP GUIDE:

Step 1:
Follow the navigation process to FPAPDEL, hitting enter to access next screen.

Step 2:
Enter the purchase order number to cancel. If cancelling a blanket order enter that number in the appropriate field.

Click GO (Alt – Page Down) in the top right corner to advance to *next screen*.

Step 3:
Review information on screen to confirm correct purchase order has been entered.

Proceed to next section ("Alt-Page Down").

Step 4:
The cancel date defaults in as today's date. The date should not be adjusted. Click the **Make cancelation Permanent** button.
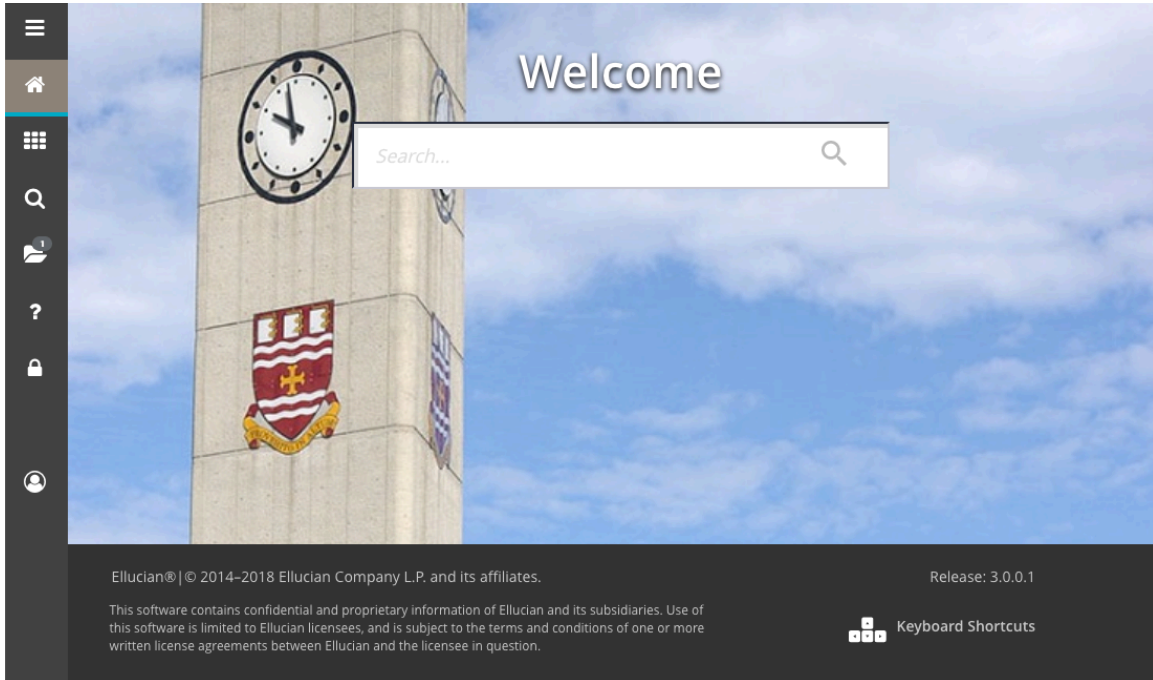
Step 5:
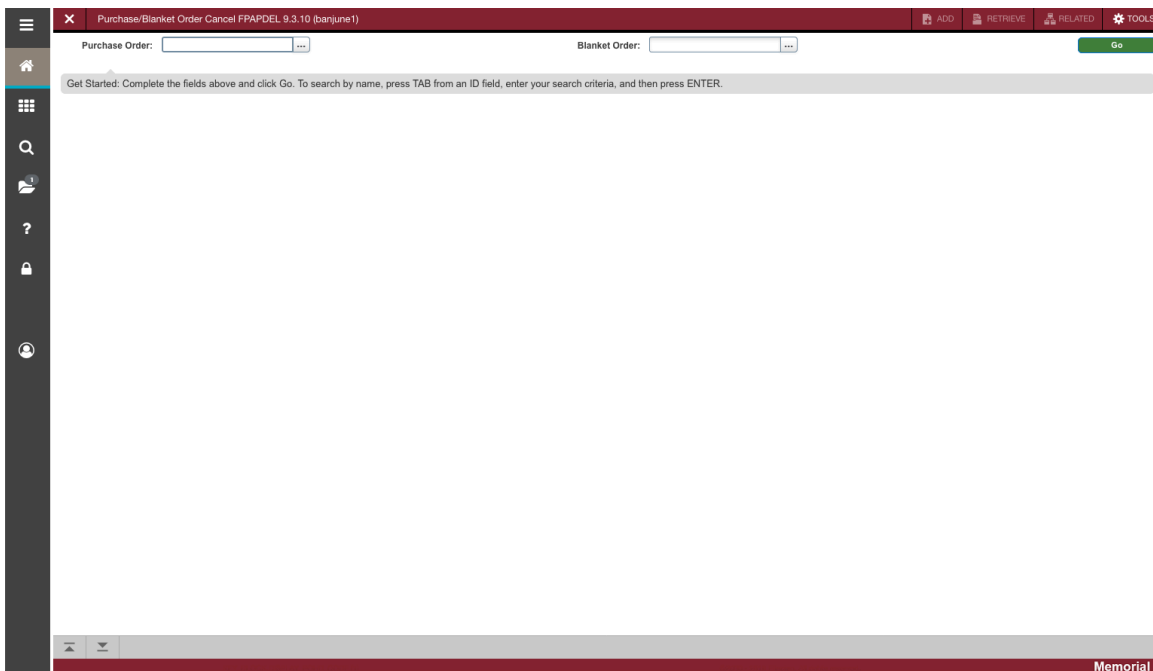Exit the screen

Detailed Procedure:

Step 1:
Follow the navigation process to FPAPDEL, hitting enter to access next screen.

Step 2:
This screen is used to cancel a purchase order or blanket order in Banner. Enter the appropriate number in the correct field below.

Purchase Order: If the specific purchase order (PO) number required is known, you can enter it here. If not, use the search icon (…). Double click to select the PO to be cancelled.

Blanket Order: If the specific blanket order (BO) number required is known, you can enter it here. If not, use the search icon (…). Double click to select the BO to be cancelled.

Proceed to next section (Alt – Page Down).

Step 3:
This screen shows summarized *Document Information* from the PO/BO you wish to cancel. **All fields are protected from update**. Use the information on this screen to confirm the correct PO/BO is about to be canceled.

If you are canceling a BO, the following screen is presented.

NSF Checking: Checkbox indicates whether the (online) Non-Sufficient Funds checking feature is activated.

Ordered Date: Date the PO was entered.

Delivery Date: Date the items on the PO were to be delivered. Not populated for a BO.

Vendor: Code and name of the vendor supplying the commodities.

Blanket Order Remaining Balance: Represents the amount that remains for the BO document.
This field only displays when the purchase order being cancelled is a BO or is associated with a BO.

Extended Amount: Total extended amount of the PO.

Discount Amount: Not used.

Tax Amount: Total amount of taxes added to the total extended cost of the PO based on tax group.

Additional Charges: Total amount of additional charges added to the total extended cost of the PO.

Net Amount: Total amount of the PO calculated as extended amount, less discounts, plus taxes and additional charges.

Proceed to next section ("Alt-Page Down").

Step 4:

The *Cancel Date* window appears and it is here that you enter the *Cancel Date* and *Reason Code* (reason codes are not required and may not be in use on the Memorial University system). Cancellation date defaults to current date. Do not change this date.

Click the **Make Cancellation Permanent** button to complete the process.

Step 5 (Optional):

Prior to clicking the **Make Cancellation Permanent** button, you can add document text if you want to input commentary as to why the PO or BO is being cancelled. This is useful if reason codes are not used. Select *Document Text* from the *Related* menu at the top of the screen.

Save and *Exit* when finished.

Exit to leave the form or enter the number of the next PO/BO you wish to cancel.