How to Cancel a Purchase Order/ Blanket Order

Description: This form is used to cancel an online purchase order or blanket order. The summarized document data for the purchase order or blanket order defaults into the fields.

Form Name/Direct Access: FPAPDEL

Menu: Purchase Order Processing Menu *FINPO

Navigation: Products Menu
          Finance System Menu
               Purchasing and Procurement System Menu
                  Purchase Order Processing Menu
                     Purchase/Blanket Order
                     Cancel Form

General Note:

The flashlight icon provides a list of valid entries for applicable fields and fields with blue text can be double-clicked to get a list of valid entries.

Instructions:

1. Select *Purchase/Blanket Order Cancel Form.*

Purchase Order: If the specific purchase order (PO) number required is known, you can enter it here. If not, use the search icon (flashlight), F9 from the keyboard or *List* from the *Help* menu to find it. 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 (flashlight), F9 from the keyboard or *List* from the *Help* menu to find it. Double click to select the BO to be cancelled.

You can only cancel documents that have been completed, approved and posted. Otherwise, you will receive an error message when you attempt to proceed with this form.

2.   *Next Block* (use ctrl page down, the toolbar button or on the main menu, select *Block* then *Next*).

This screen shows summarized *Document Information* from the PO you wish to cancel. **All fields are protected from update**.

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

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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 Amt:	Total extended amount of the PO.
Discount Amt:	Not used.
Tax Amount:	Total amount of taxes added to the total extended cost of the PO based on tax group.

Add'l 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.

3.   *Next Block* or select *Access Cancel Date* from the *Options* menu at the top
        of the screen.
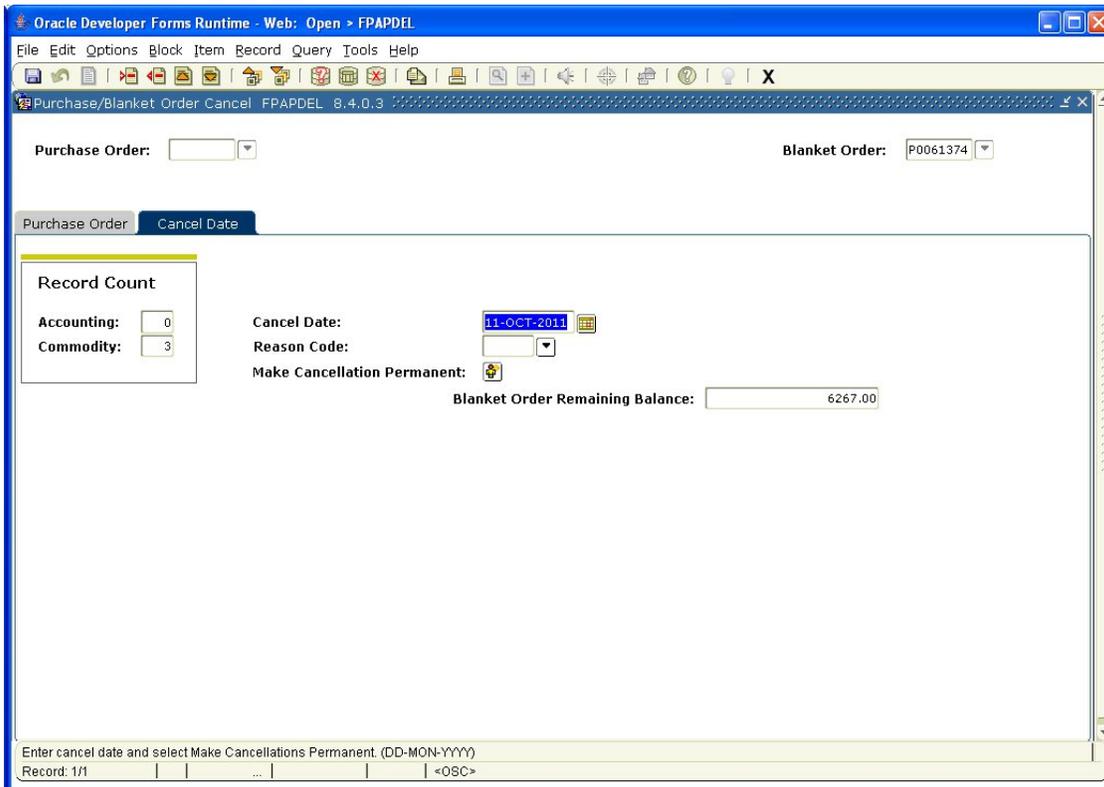
The *Cancel Date* window appears and it is here that you enter the *Cancel Date*
and *Reason Code* (reason codes are not required and may not be in use on the
Memorial University system). Cancellation date defaults to current date. Do not
change this date.

4.   Select *Document Text* from the *Options* menu at the top of the screen 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.

5. *Save* and *Exit* when finished.

6. Select *Process Cancellation* from the *Options* menu at the top of the screen to make the cancellation permanent or *Rollback* to avoid making the cancellation. When the cancellation is processed, a message is displayed advising you that the action has been completed and saved.

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