



QUICK GUIDE

Removal of Line Item from PO

1. Navigate to **Purchasing Manager > Purchase Orders > Purchase Order Summary**.

The screenshot shows a web application interface with a sidebar menu titled "Navigator". At the top right of the sidebar is a "Personalize" button. The menu items are as follows:

- Purchasing Manager, UPS (highlighted with a red box)
- Notifications Summary
- Requests
- Purchase Order Summary
- Requisitions
- Print Purchase Order (PO)
- Buyer Work Center
- RFQ/ITB and Quotations/Bids
- Supply Base
- Reports
- Setup
- View Purchasing Documents
- Purchase Orders (highlighted with a red box)
- Purchase Order Summary (highlighted with a red box)



2. The **Find Purchase Orders** form will appear. On the **Number** field, enter the **PO** number. Then, click **Find**

The screenshot shows the 'Find Purchase Orders' window. The 'Number' field is highlighted with a red box and contains the value '40'. The 'Find (J)' button at the bottom right is also highlighted with a red box. The form includes various input fields for search criteria and a 'Results' section on the right.

| Line | Date Ranges | Status | Related Documents | Deliver To | Accounting | Projects |
|---------------|-------------|--------|-------------------|------------|------------|----------|
| Item, Rev | | | | | | |
| Category | | | | | | |
| Description | | | | | | |
| Supplier Item | | | | | | |
| VMI | | | | | | |
| Consigned | | | | | | |

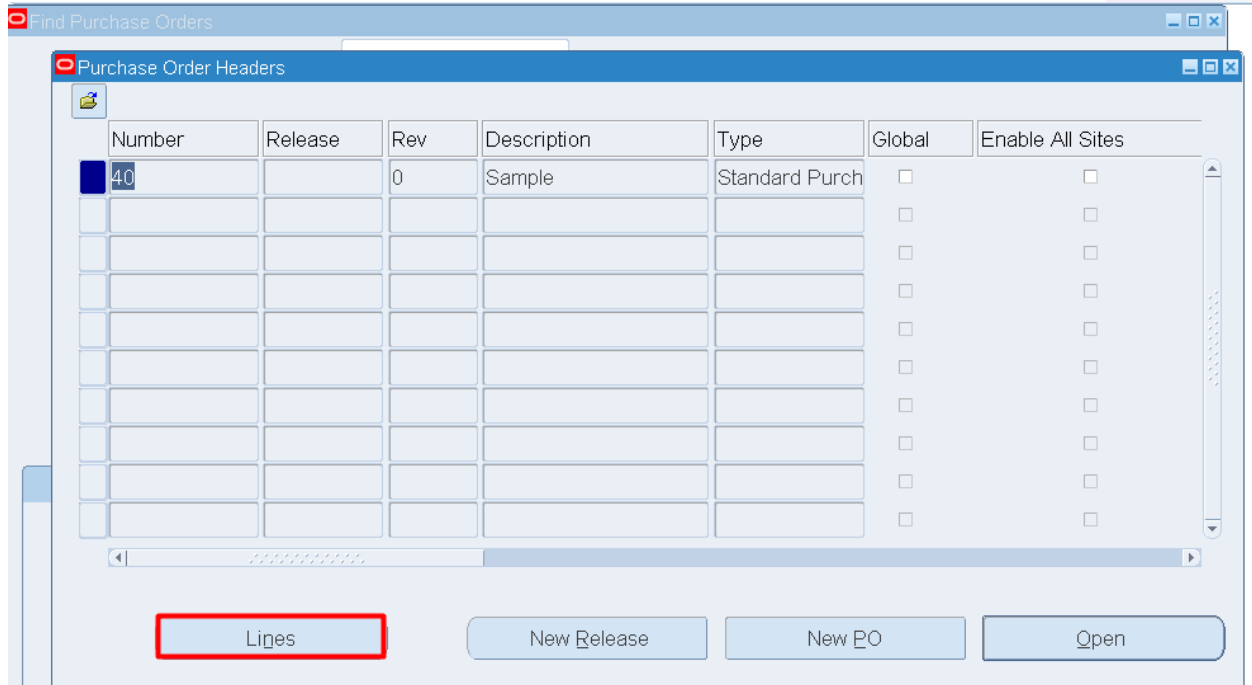
Results

- Headers
- Lines
- Shipments
- Distributions

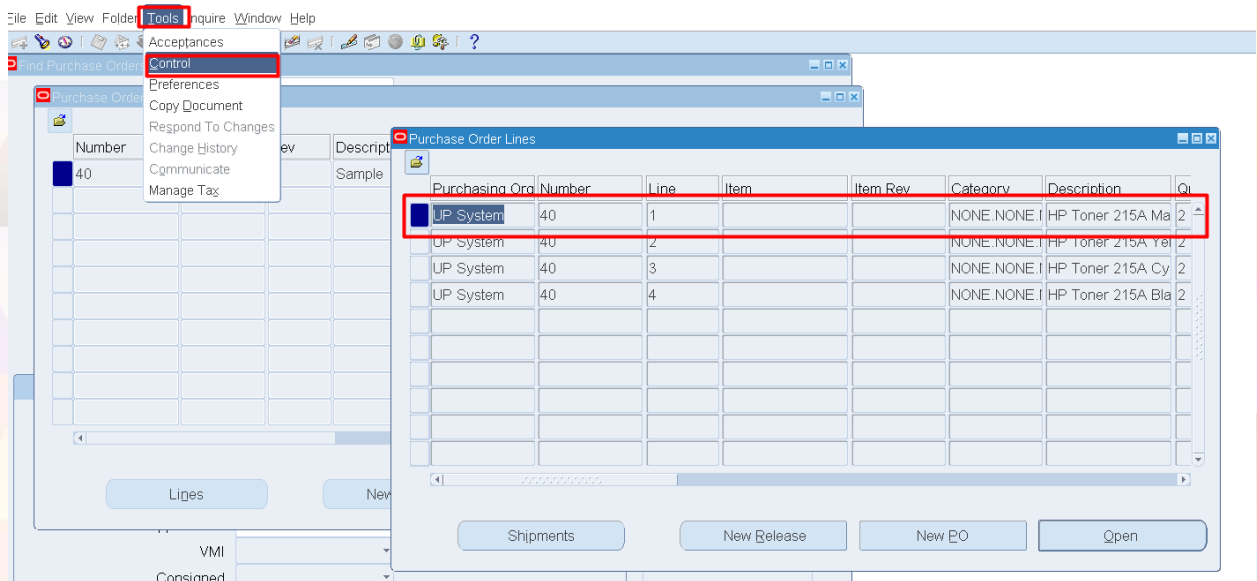
Buttons: Clear, New Release (B), New PO, Find (J)



3. On the **Purchase Order Headers**, click **Lines**.

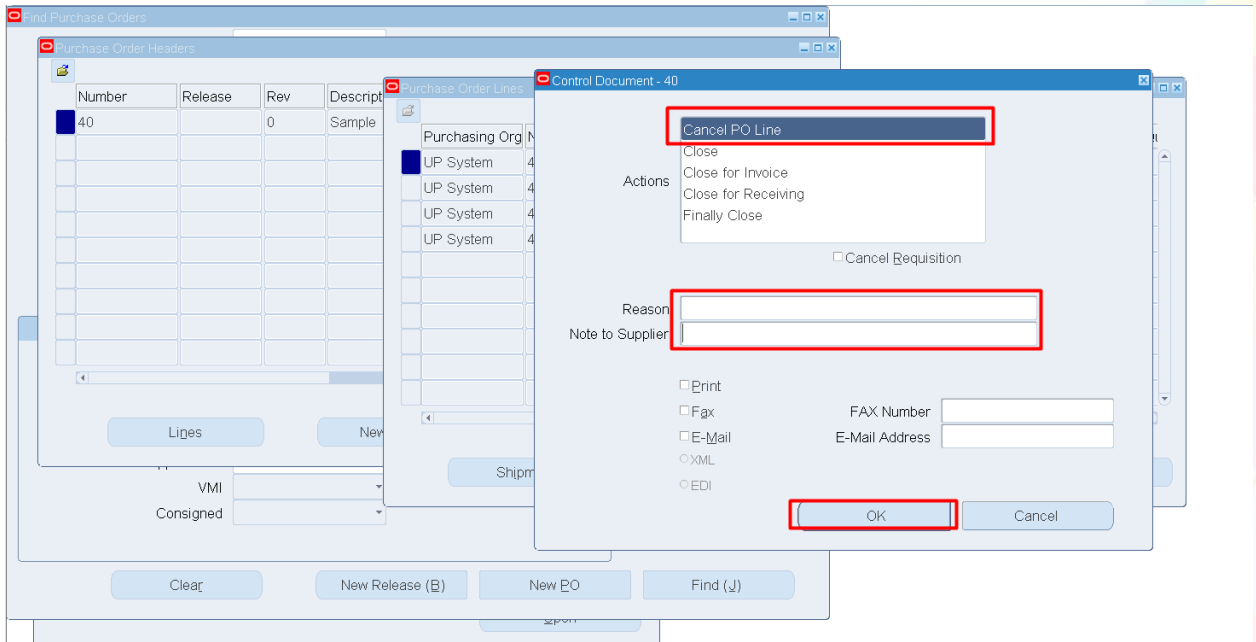


4. On the **Purchase Order Lines** window, select the line item to be removed. Click **Tools**, then select **Control**.

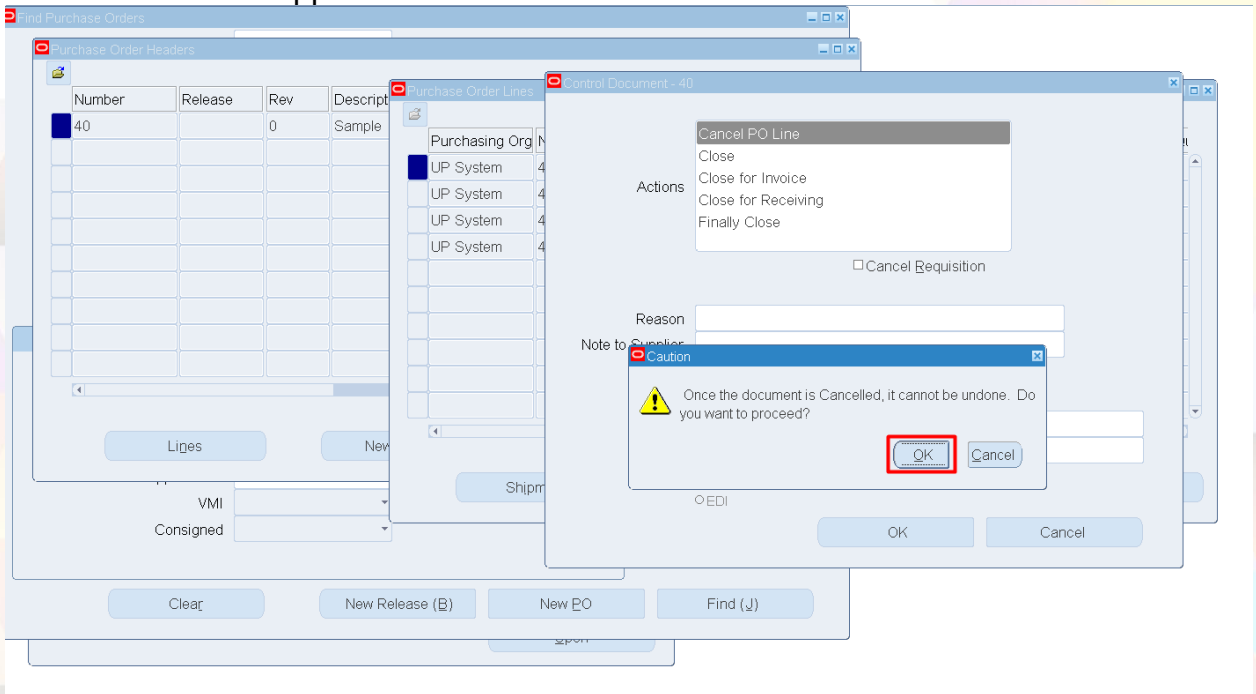




5. On the **Control Document** window, select **Cancel PO Line** from **Actions** box, enter **Reason** and **Notice to Supplier**, then click **OK**.

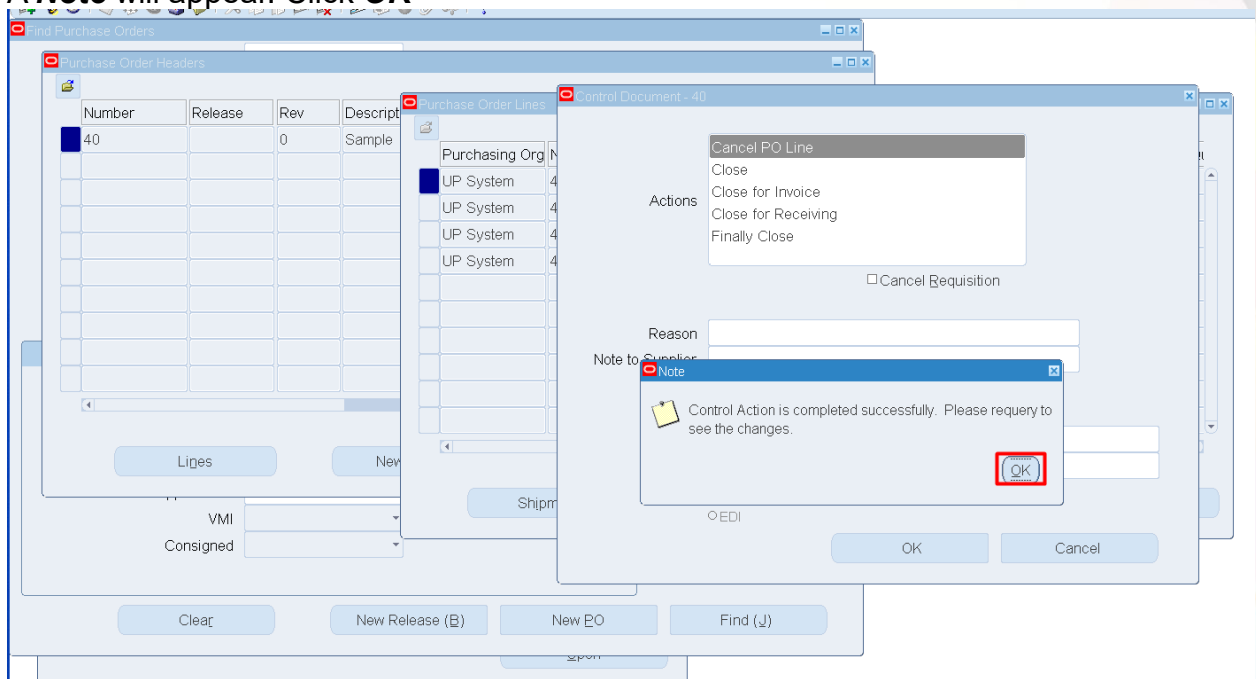


6. A **Caution** box will appear. Click **OK**



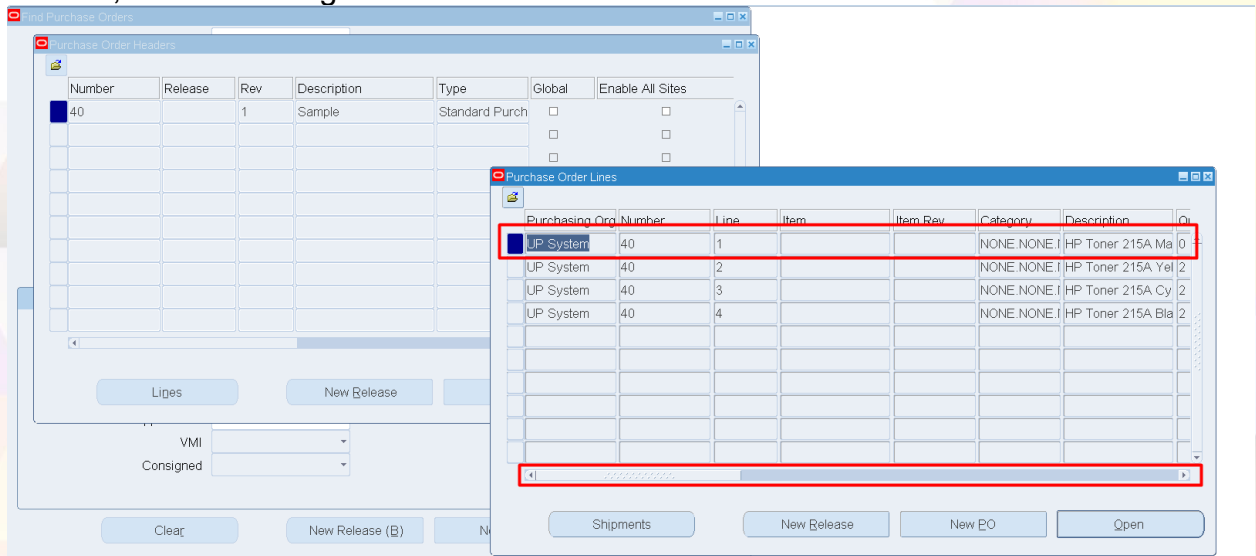


7. A **Note** will appear. Click **OK**



8. To cancel more **PO Line Items** repeat step #s 2 to 7

9. To requery, repeat step #s 2 to 4. Once you are in **Purchase Order Lines** window, scroll to the right to view the status of the line item





Expected result in **Java** form:
The **Closure Status** is **"Closed"**

The screenshot shows two overlapping windows from a financial management system. The 'Purchase Order Headers' window displays a table with one row: Number 40, Release, Rev 1, Description Sample, Type Standard Purch, Global, and Enable All Sites. The 'Purchase Order Lines' window displays a table with four rows. The first row is highlighted, and its 'Closure Status' is 'Closed', which is enclosed in a red box. The other rows have 'Open' as their closure status.

| Line | Amount | Buyer | Cancelled | Closure Status | Type | Supplier |
|------|----------|--------------------|-------------------------------------|----------------|-------|--------------|
| 4000 | 0.00 | Nequias, Riza Abuz | <input checked="" type="checkbox"/> | Closed | Goods | UP Warehouse |
| 4000 | 8,000.00 | Nequias, Riza Abuz | <input type="checkbox"/> | Open | Goods | UP Warehouse |
| 4000 | 8,000.00 | Nequias, Riza Abuz | <input type="checkbox"/> | Open | Goods | UP Warehouse |
| 3800 | 7,600.00 | Nequias, Riza Abuz | <input type="checkbox"/> | Open | Goods | UP Warehouse |



Expected result in **Web**:

Before cancellation of PO Line

Orders > Standard Purchase Order 40 Actions View Tax Go Update

Search

Header **Lines** Schedules Distributions

Operating Unit UP System Status Approved Total 31,600.00 PHP

| Line Type | Item/Job Description | Category | Qty | Unit | Price | Amount | Need-By/Start Date | Details |
|-----------|-----------------------|----------------|-----|------|-------|----------|----------------------|---------|
| 1 Goods | HP Toner 215A Magenta | NONE.NONE.NONE | 2 | pc | 4000 | 8,000.00 | 06-May-2021 00:00:00 | |
| 2 Goods | HP Toner 215A Yello | NONE.NONE.NONE | 2 | pc | 4000 | 8,000.00 | 06-May-2021 00:00:00 | |
| 3 Goods | HP Toner 215A Cyan | NONE.NONE.NONE | 2 | pc | 4000 | 8,000.00 | 06-May-2021 00:00:00 | |
| 4 Goods | HP Toner 215A Black | NONE.NONE.NONE | 2 | pc | 3800 | 7,600.00 | 06-May-2021 00:00:00 | |

After cancellation of PO Line

The **Quantity** and **Amount** of the line item will be "0.00"

Standard Purchase Order 40, Rev 1

Search

Header **Lines** Schedules Distributions

Operating Unit UP System Status Approved Total 23,600.00 PHP

| Line Type | Item/Job Description | Category | Qty | Unit | Price | Amount | Need-By/Start Date | Details |
|-----------|-----------------------|----------------|-----|------|-------|----------|----------------------|---------|
| 1 Goods | HP Toner 215A Magenta | NONE.NONE.NONE | 0 | pc | 4000 | 0.00 | | |
| 2 Goods | HP Toner 215A Yello | NONE.NONE.NONE | 2 | pc | 4000 | 8,000.00 | 06-May-2021 00:00:00 | |
| 3 Goods | HP Toner 215A Cyan | NONE.NONE.NONE | 2 | pc | 4000 | 8,000.00 | 06-May-2021 00:00:00 | |
| 4 Goods | HP Toner 215A Black | NONE.NONE.NONE | 2 | pc | 3800 | 7,600.00 | 06-May-2021 00:00:00 | |

The Requisition line item will be available again in the **Demand Workbench** and may be add to a new **PO**

Requisitions **Demand Workbench** Summary Amendments

Requisitions: Demand Workbench > Demand Workbench Save Search Document Builder

* Indicates required field Type New Order
OU UP System
Number of Lines 0

Search Saved Searches

Match All Any

Buyer IS

Requisition IS

Category IS

Supplier IS

Go Clear Add Another Buyer Add

Select Requests: Add Return Reassign Cancel Split Save Split

| <input type="checkbox"/> | OU | Requisition | Item/Job | Qty | Unit | Price | Curr | Need-By | Source | On RFD | Actions |
|--------------------------|-----|-------------|-----------------------|-----|------|-------|------|----------------------|--------|--------|---|
| <input type="checkbox"/> | UPS | 8252, 4 | HP Toner 215A Magenta | 2 | pc | 4000 | PHP | 06-May-2021 00:00:00 | | | <input type="button" value="Q"/> <input type="button" value="Q"/> |