

# Hot Sheet



Topic	Canceling an Open Market PO that was Not Created from a Requisition
<b>Document Types Involved</b>	Bid <input type="checkbox"/> Requisition <input type="checkbox"/> PO <input checked="" type="checkbox"/> Receipt <input type="checkbox"/> Invoice <input type="checkbox"/> Credit Memo <input type="checkbox"/> Report <input type="checkbox"/> Vendor <input type="checkbox"/> User Profile <input type="checkbox"/> Agency Setup <input type="checkbox"/> Other <input type="checkbox"/>
<b>Reason for Publication</b>	Open Market Purchase Orders that are not connected to a Requisition cannot be canceled after saving the General tab until the document has completed an initial successful integration with AFIS.
<b>Steps Resulting in Scenario</b>	<ol style="list-style-type: none"> <li>1. Basic Purchasing user started an Open Market Purchase order to make an off-contract purchase.               <ol style="list-style-type: none"> <li>a. This Open Market PO was not created by conversion from Requisition.</li> </ol> </li> <li>2. At a minimum, they entered enough information on the General tab to allow it to be saved.</li> <li>3. The BP User realized that they do not want to move forward with this Open Market PO.               <ol style="list-style-type: none"> <li>a. They move to the Summary tab and click Cancel PO.                   <ul style="list-style-type: none"> <li>• They receive an error message on the PO <b>Exception occurred trying to cancel the document. Cause: Document could not be imported; .</b></li> </ul> </li> </ol> </li> </ol>
<b>Recommended Strategy</b>	<p>Since the document stream started with the PO (there is no Requisition) you will have to COMPLETE enough of the document to enable successful integration with AFIS before you can cancel it – AFIS Integration requires this sequence.</p> <p><b>It will be IMPORTANT that you follow the steps in order</b></p> <ol style="list-style-type: none"> <li>1) You will have to enter at least on item on the Items tab.             <ol style="list-style-type: none"> <li>a. If you have already entered items on the item tab delete all but one and REDUCE the unit cost on your item to be \$1 (or some low number)</li> <li>b. If you have not entered any items, add one item to the items tab for a small dollar amount.</li> </ol> </li> <li>2) Go to the Accounting tab and provide valid accounting             <ol style="list-style-type: none"> <li>a. <b>This will trigger an AFIS integration to create a pre-encumbrance for the amount on the items tab.</b></li> <li>b. This is why you want to set the item price to a <u>very low number</u>.</li> </ol> </li> <li>3) Go to the Summary Tab and click the CANCEL PO button             <ol style="list-style-type: none"> <li>a. <b>That will trigger another integration to remove the pre-encumbrance from AFIS and allow the cancellation of your ProcureAZ PO.</b></li> </ol> </li> </ol>

**1. Basic Purchaser started an Open Market PO (not converted from Requisition) and saved at least the General Tab**

Open Market Purchase Order ADSP015-087203 Status: 3PI - In Progress

General Items Vendor Address Accounting Routing Attachments Notes Change Orders Reminders Summary

Confirmation Messages

- Changes saved successfully.

PO Number: ADSP015-087203 Release: 0

**2. BP determines that they do not want to move forward with this PO.**

**3. Move to the Items Tab and enter an Item Description, Quantity, a low unit cost and NIGP code allowing you to Save and Exit the Items Tab OR edit any existing items to reduce the unit cost.**

Open Market Purchase Order ADSP015-087203 Status: 3PI - In Progress

General **Items** Vendor Address Accounting Routing Attachments Notes Change Orders Reminders Summary

Confirmation Messages

- Changes saved successfully.

Item #: 1 Print Sequence\*: 1.0 Item Type: Normal

Item Status: 3PI - In Progress

Description: \* Chair

Receipt Method	Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Total
Quantity	1.0	1.00	\$1.00	EA	0.0	0.00	\$1.00

NIGP Class: 425 425 - FURNITURE: OFFICE

NIGP Class Item: 06 06 - Chairs, Metal

Tax Rate: Tax Amount: \$0.00 Extended Amount: \$1.00

Screenshots

4. BP User enters valid accounting on the Accounting Header, saving and rebuilding the accounting.
- Valid accounting will enable the required initial integration with AFIS to generate a PreEncumbrance

**Open Market Purchase Order ADSP015-087203**

General | Items | Vendor | Address | **Accounting** | Routing | Attachments | Notes | Change Orders | Reminders | Summary

Total Extended Amount = 1.00      Unapplied Distribution Amount = 0.00

Delete All	Fiscal Year	Budget Fiscal Year	Accounting Template	Function	Sub Function	Unit	Sub Unit	Fund	Sub Fund	ApprUnit	Object
<input type="checkbox"/>	15	2015		RMDADM9780		9600		AD4216		AD00001	7599

Event Type : PR05 ▼

5. BP User moves to the Summary tab.
- If they have not entered a vendor they will see some red messages – NO ACTION REQUIRED on these messages

**Open Market Purchase Order ADSP015-087203** Status: 3PI - In Progress

General | Items | Vendor | Address | Accounting | Routing | Attachments | Notes | Change Orders | Reminders | **Summary**

**Overall Validation Errors**

- No PO Vendor.
- A mailing address must be specified for the selected vendor.
- A remit address must be specified for the selected vendor.

**Header Information**

Purchase Order Number: ADSP015-087203      Release Number: 0      Short Description: Open Market PO - No Description

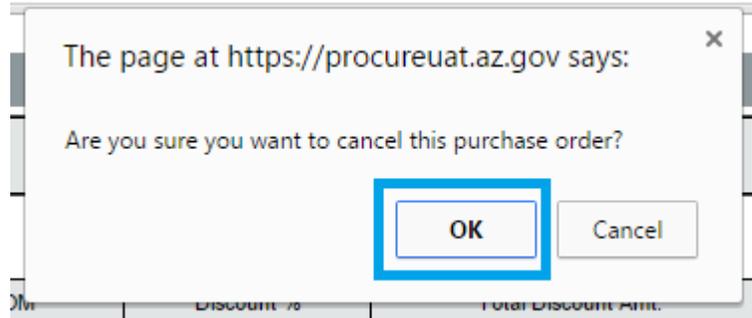
- The BP User scrolls to the bottom of the Summary tab and clicks the Cancel PO button

Account Code	Amount
2015--RMDADM9780--9600--AD4216--AD00001-7599--700000-710000----978000-----ADA	\$1.00

Event Type : PR05

Submit for Approval | **Cancel PO** | Clone PO | Print | Print Vendor Copy

c. BP User clicks OK to dialogue box to confirm desire to cancel the PO



6. Open Market PO is now in Canceled status and PreEncumbrance has been removed from AFIS

Open Market Purchase Order ADSP015-087203 Status: 3PCA - Canceled

General | Items | Vendor | Address | Accounting | Routing | Attachments | Notes | Change Orders | Reminders | **Summary**

Header Information

Purchase Order Number:	ADSP015-087203	Release Number:	0	Short Description:	Open Market PO - No Requisition
Status:	3PCA - Canceled	Purchaser:	Elli Balstad	Receipt Method:	Quantity