ARIZONA
PROCUREMENT PORTAL

Cancelling and Closing Purchase Orders

This document is a quick-reference guide for Requisitioners and Agency Admins who need to close and/or cancel purchase orders in the Arizona Procurement Portal (APP.) If you have any questions, please contact the APP Help Desk at app@azdoa.gov. Additional resources are also available on the SPO Website: https://spo.az.gov/.

Canceling and/or closing a purchase order (PO) will stop any additional activity on the order as well as liquidate whatever is remaining on the order. If the necessary conditions have been met, a PO will automatically close. Once a PO has been closed, remaining amounts that have not been received will be liquidated. Once a PO is closed, it cannot be reopened.

A PO will automatically close if one of the following conditions have been met:
1. All line items corresponding to the PO have been invoiced
2. The user has marked "Final Pay" on an invoice against every line item corresponding to a PO
3. The status of the invoice has been changed to "Paid".

Users also have the option to manually close and/or cancel a PO if desired. A PO can be canceled once it has been acknowledged by the associated supplier(s) and only if nothing has been received against the order. If receipts have been made against the order, the PO can only be closed. Please note that requisitioners are only able to cancel and close POs that they have created. Agency Admins are able to cancel and close any POs that are part of their agency.

Manually Cancelling a PO

Once a PO has been acknowledged by a supplier, but no receipts have been created against the order, users are able to cancel a PO if desired. Canceling a PO will stop any additional activity on the order as well as liquidate whatever is remaining on the order.

1. From any page in the APP, navigate to the **Procurement** tab and select **Browse Orders** from the dropdown.
2. Search for the PO you would like to cancel and then click the **Pencil** icon to open the order.
3. Select the **Cancel/Close PO** button.

The PO status has been updated to Canceled and the associated encumbrance has been released.

ARIZONA
P R O C U R E M E N T   P O R T A L

Manually Closing a PO

If criteria for automatic PO closure has not been met and Accounts Payable has not marked "Final Pay" on an invoice against every line item corresponding to a PO, then a user is able to manually close a PO by following the below steps:

1. From any page in the APP, navigate to the **Procurement** tab and select **Browse Orders** from the dropdown.
2. Search for the PO you would like to close and then click the **Pencil** icon to open the order.
3. Select the **Cancel/Close PO** button.
4. If you receive a blocking alert saying "PO amount = Receipt amount = Invoice amount", follow the steps below to resolve this blocking alert.
5. Click on **Cancel/Close PO**. This will cancel the unreceived amount on the order in order to release the encumbrance.
6. If you receive a blocking alert saying "Receipt amount does not equal invoice amount". Now, Accounts Payable will need to invoice the remaining units that have been received. Please refer to the Creating an Invoice QRG.
7. Once the invoice has been completed and paid, select **Cancel/Close PO**.

The PO status has been updated to Closed.