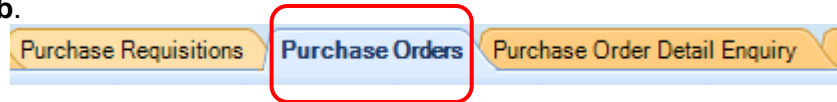


Objective: To cancel a Purchase Order.

You must first have the appropriate role assigned that allows transaction entry for Purchase Requisitions and Purchase Orders.

Click on the Purchase Orders tab.



This will activate the Released Purchase Orders screen.

In this screen you can specify the order to be cancelled, or you can use the search criteria options to find the order.

Released Purchase Orders

To find an order, enter the Location and Purchase Order Number

Location: Order Number:

OR

Enter search criteria and retrieve Purchase Orders

Search:

Location	=	CUT
Supplier Name	like	
Requisition User Name	=	235021E

Use the Location picklist to specify the location where the order originated.

Released Purchase Orders

To find an order, enter the Location and Purchas

Location: Order

On the resulting screen, click on the applicable location. e.g. CUT for Curtin.

Locations

Search:

Drag a column header here to group by that column

Location	Description	Narration
\$DEF	Default Location	Default Location
CUT	Curtin University	Curtin University of Technology
GUC	Gerdton Uni Centre	Gerdton Uni Centre
MNW	Minor New Works	Minor New Works

In the first drop-down of the available search boxes, select Supplier Name as the criteria on which to perform an order search.

Search:

Supplier Name

Supplier Name

Order Number

In the second drop-down, select "like" as the criteria.

like

like

=

sounds

In the third drop-down, type the beginning of the supplier name, e.g. TECH, to search for suppliers names that begin with "tech".

Search:

Supplier Name like TECH

Then click on retrieve to retrieve a listing of orders that match these criteria

The resulting screen shows a listing of orders that match the search criteria.

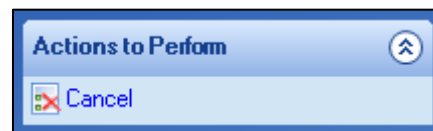
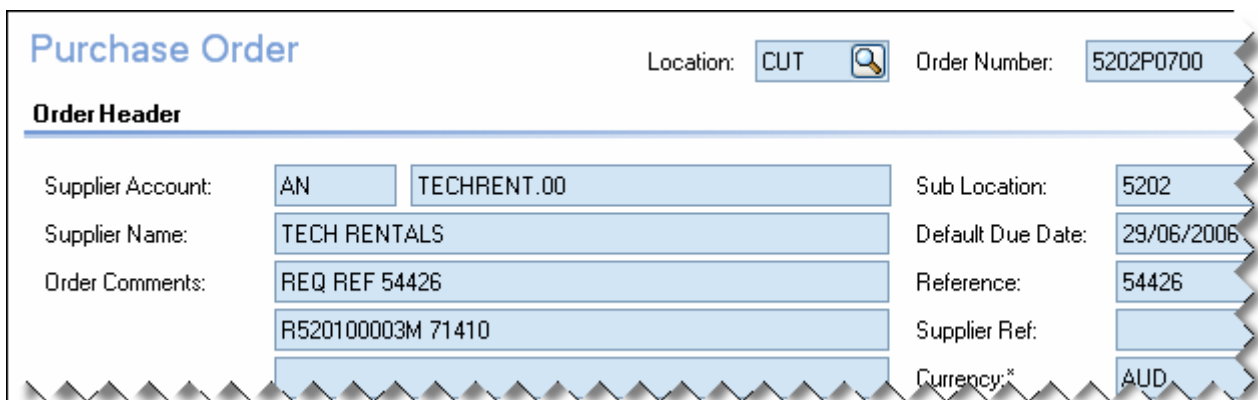
Location	Order Number	Supplier Name	Order Amt Inc (AUD)	Received Amt Inc (AUD)	Status	Stage	Sub Location	Ordered Units
CUT	1010P023...	TECHNIC PTY LTD	3,200.05	0.00	Order	Order to Receive	1010	1.0000
CUT	5130P047...	TECH FAB	3,000.00	0.00	Order	Order to Receive	5130	300.0000
CUT	5202P070...	TECH RENTALS	193.60	0.00	Order	Order to Receive	5202	0.0000
CUT	5202P101...	TECHNICAL IRRIG...	20,000.00	0.00	Order	Order to Receive	5202	0.0000
CUT	5202P140...	TECHNICAL IRRIG...	59,499.00	0.00	Order	Order to Receive	5202	0.0000

Select the applicable order that is to be cancelled by clicking in the row selector of the Order Number.

In the Task Pane, click on Cancel Order.



This will activate a screen displaying all the order information.

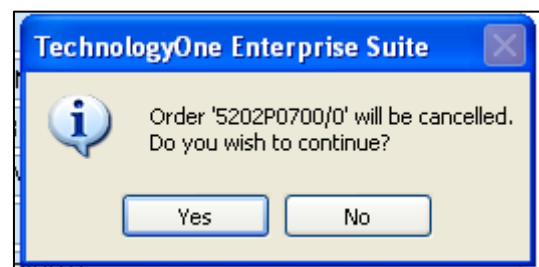


The Task Pane continues to display the Cancel action.

Click on Cancel to proceed with cancellation of this order.

You will be prompted with a dialogue box advising you that this will cancel the order, and asking if you want to continue with the cancellation.

Click Yes to continue.



The order has now been cancelled.