

## PO.020.270 – DELETING A PURCHASE ORDER AND/OR PURCHASE ORDER LINES

<b>Purpose</b>	To delete a Purchase Order or individual Purchase Order lines.
<b>Description</b>	Users can delete purchase orders and/or purchase order lines if these are no longer needed.
<b>Security Role</b>	<b>BOR_PO_MAINTAIN</b>
<b>Dependencies/ Constraints</b>	<p>Purchase Orders can be deleted entirely if these conditions exist:</p> <ul style="list-style-type: none"> <li>• The Purchase Order is not on Hold.</li> <li>• The Purchase Order was never successfully budget checked.</li> <li>• The Purchase Order was not Dispatched.</li> <li>• No distribution lines on the Purchase Order are sourced from a Requisition.</li> <li>• Purchase Order deletion is allowed within the Business Unit on the Purchasing Business Unit Options page.</li> </ul> <p>A Purchase Order Line/Schedule/Distribution can be deleted if it is not the only existing Line/Schedule/Distribution.</p> <p>Lines may not be deleted after a PO is dispatched. After a PO is dispatched, if a line is no longer needed, the line must be <b>Canceled</b>. For more information, see PO.020.260 – Canceling a PO/PO Lines.</p> <p>User Preferences, on the Procurement: Purchase Order Authorizations page, are needed to delete action on a PO.</p>
<b>Additional Information</b>	When a PO is deleted, it no longer exists in the system and, therefore, cannot be viewed.

## Procedure

Below are step by step instructions on how to delete a purchase order line(s).

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon
3.	Click the <b>Purchasing</b> link
4.	Click the <b>Purchase Orders</b> link.
5.	Click the <b>Add/Update POs</b> link.
6.	Click the <b>Find and Existing Value</b> tab.
7.	Enter a Purchase Order Number in the <b>PO ID</b> field.
8.	Click the <b>Search</b> button.
9.	Navigate to the line you want to Delete.
10.	<p>Users can delete a purchase order line, schedule, or distribution by clicking the Delete Row (-) button which is located next to the plus symbol on the line.</p> <p><b>Note:</b> <i>If there is only one (1) purchase order line, schedule, or distribution, users cannot simply delete the line. In this case, users need to delete the entire PO instead.</i></p>
11.	<p>The following message displays: Delete current/selected rows from this page?            The Delete will occur when the transaction is saved.</p> <p>Click the <b>OK</b> button.</p>
12.	Continue to delete as many lines as necessary.
13.	Click the <b>Save</b> button.

Below are step by step instructions on how to delete an entire purchase order.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> icon
3.	Click the <b>Purchasing</b> link
4.	Click the <b>Purchase Orders</b> link.
5.	Click the <b>Add/Update POs</b> link.
6.	Click the <b>Find and Existing Value</b> tab.
7.	Enter a Purchase Order Number in the <b>PO ID</b> field.
8.	Click the <b>Search</b> button.
9.	<p>A Purchase Order may be deleted only if all of the following conditions are true:</p> <ul style="list-style-type: none"> <li>• The Purchase Order is not on Hold.</li> <li>• The Purchase Order was never successfully budget checked.</li> <li>• The Purchase Order was not Dispatched.</li> <li>• No distribution lines on the Purchase Order are sourced from a Requisition.</li> <li>• Purchase Order deletion is allowed within the Business Unit on the Purchasing Business Unit Options page.</li> </ul> <p><b>Note:</b> When a PO is deleted, it can no longer exist in the system and, therefore, cannot be viewed.</p>
10.	Click the <b>Delete PO</b> button.
11.	Users receive the following message. This action will delete the entire PO and do an automatic Save. Continue? The action that you are taking will delete the entire Purchase Order. An Automatic Save will be done, and you will be returned to the Search page. Click the <b>Yes</b> button.