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To find out if a PO is incomplete, in the approval queue, or complete, look up your PO in ExpressLane under the Financial Information tab and View Document.

If it is complete, or incomplete, then proceed with one of the methods listed below.

If it is in the approval queue you will need someone to disapprove it before you can do anything. Once disapproved, the processes listed below will work. Contact the Purchasing Department (purchasing@lanecc.edu) for assistance.

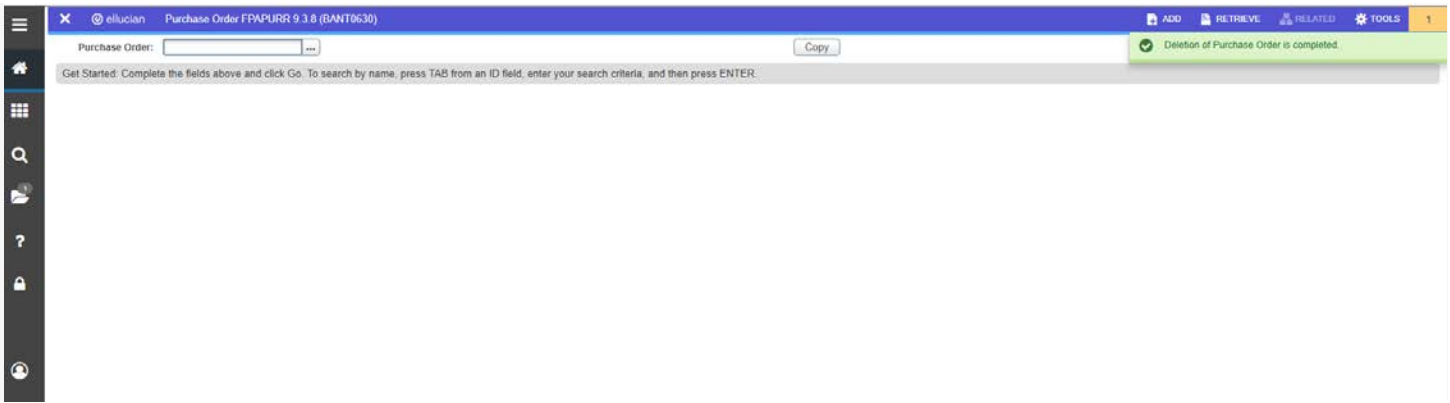
How to Delete a Purchase Order that has not been posted:

POs that have not ever posted must be deleted using **FPAPURR**.

FPAPURR:

- Type in the PO number and click Go
- On the Purchase Order section click on Delete

- Click on Delete
- If you get a message or a pop-up that a "field must be entered", enter the information and save the changes. You then should be able to delete the PO.

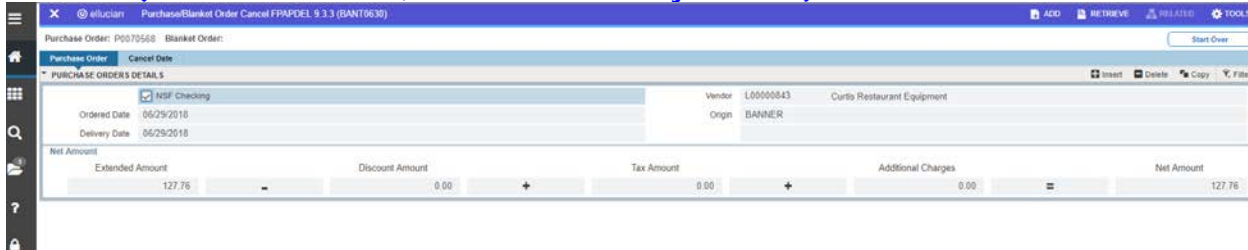


- Message pops up "Deletion of Purchase Order is completed".

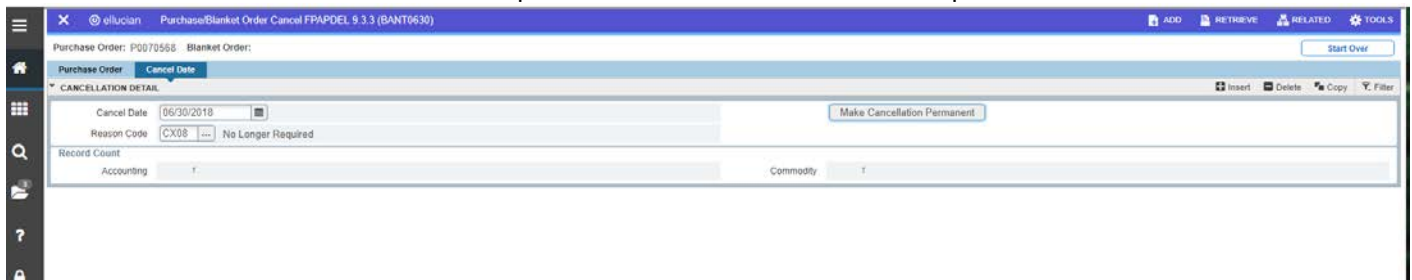
How to Delete a Purchase Order that has been completed and posted but no activity:

POs that have been completed and posted but have had **NO activity** such as an invoice against them must be closed using either **FPAPDEL** (cancel a PO) or **FPAEOCD** (encumbrance open/close).

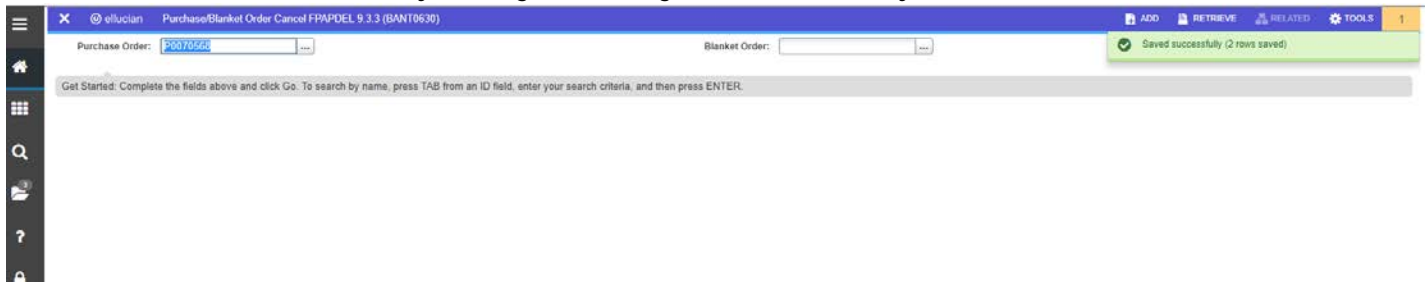
FPAPDEL (this cancels the PO; it does NOT actually delete it):



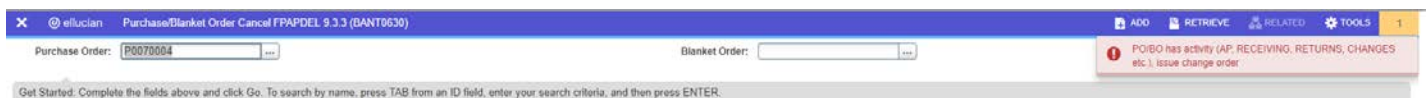
- Type in the PO number and click Go. Verify the information is for the PO you want to cancel.
- Click the Cancel Date tab:
- Choose a reason code from the drop-down and click "Make cancellation permanent".



- If the cancel is successful, you will get a message Saved successfully



- If there has been any activity such as an invoice against the PO, you will get an error message like the following at the bottom of the screen. If you get an error message such as "PO/BO has activity", use FPAEOCD to cancel the PO.



How to Delete a Purchase Order that has been completed, posted and has activity:

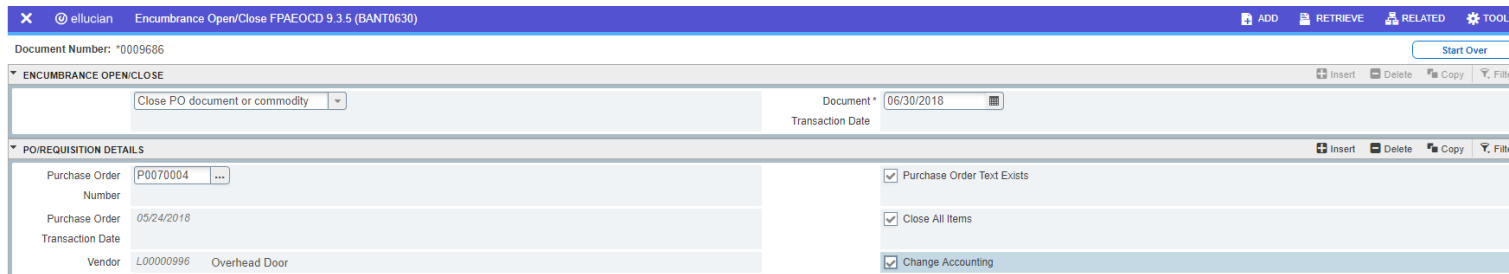
POs that have been completed and posted **and have had activity** such as an invoice against them must be closed using **FPAEOCD** (Encumbrance open/close).

- In the Document Number field type "NEXT" and click Go

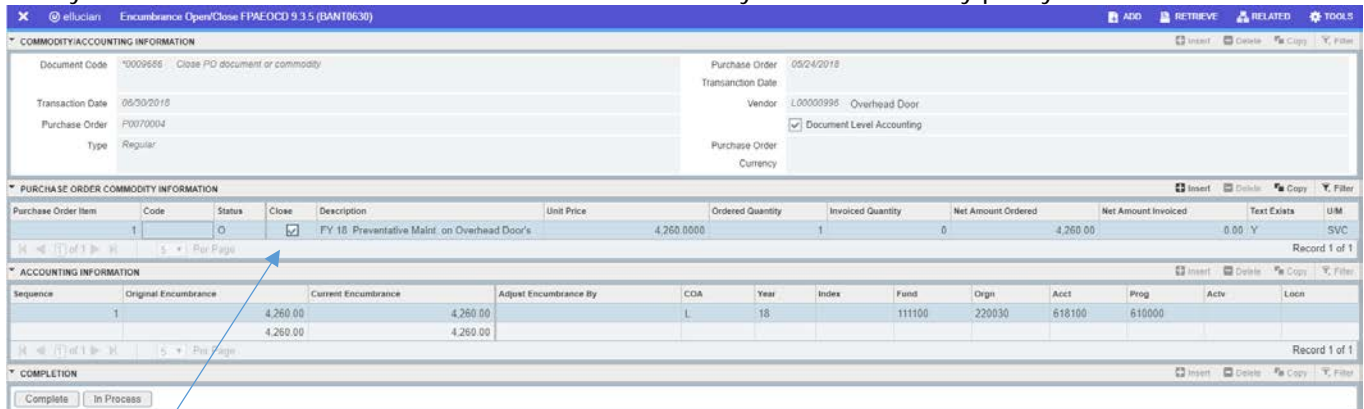
FPAEOCD:



- In the drop down menu choose "Close PO document or commodity"
- In the Document Transaction Date box use today's date
- Next Section Arrow down or Alt + Page Down. Note that the document number has changed from "NEXT" to a value that starts with "*". The asterisk is actually part of the document number just as the letter "P" is part of a PO number.
- Purchase Order Number enter the purchase order to be removed
- Tab and the system should return the Vendor Number and Name. If it doesn't, read the error message and take appropriate action before continuing. If you are successful in retrieving the Vendor number and name, then you can continue.



- Check the Close All Items box and the Change Accounting box
- Next Section Arrow down or Alt + Page Down.
- Here you will see a screen with 3 blocks of information. The system automatically puts you in the second block.



- In the Close box, verify that there is a checkmark for the line item that you need to close.

- Next Section Arrow down or Alt + Page Down
- To release the encumbrance – enter the amount to “Adjust Encumbrance By” by matching the dollar amount in the “Current Encumbrance” column.

COMMODITY ACCOUNTING INFORMATION

Document Code: *0009888 Close PO document or commodity. Purchase Order: 05/24/2018
 Transaction Date: 06/09/2018 Transaction Date: 05/24/2018
 Purchase Order: P0070004 Vendor: L00000998 Overhead Door
 Type: Regular Document Level Accounting:

PURCHASE ORDER COMMODITY INFORMATION

Purchase Order Item	Code	Status	Close	Description	Unit Price	Ordered Quantity	Invoiced Quantity	Net Amount Ordered	Net Amount Invoiced	Text Exists	UM
1		O	<input checked="" type="checkbox"/>	FY 18 Preventative Maint. on Overhead Door's	4,260.0000	1	0	4,260.00	0.00	Y	SVC

ACCOUNTING INFORMATION

Sequence	Original Encumbrance	Current Encumbrance	Adjust Encumbrance By	COA	Year	Index	Fund	Orgn	Acct	Prog	Actv	Loan
1	4,260.00	4,260.00	4,260.00	4260	L	18	111100	220030	618100	610000		

COMPLETION

Complete In Process

- Under Completion section click Complete. You should then see a message that the form was sent on to posting.

Document Number:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Document *0009887 completed and forwarded to the Posting process.

End of procedures