

Deleting Purchase Orders

This procedure will demonstrate the proper way to delete Purchase Orders. Purchase Orders or line items should be deleted if:

- Purchase Order or line item is no longer required
- Line item was entered incorrectly and needs to be deleted and re-entered as a new line item.

This EUP will review the two ways of deleting Purchase Orders in SRM.

- Delete the entire Purchase Order in a Saved status before the Purchase Order has been Ordered
- Delete all or some of the line items on the Purchase Order after the Purchase Order was Ordered

If a line item requiring deletion has a Goods Receipt and/or Invoice Receipt, the line item cannot be deleted. Goods Receipts and Invoice Receipts are historical data and therefore, prevent the line item from being deleted. The line item must be liquidated to remove the funds and the quantity balance.

A new line item must be created for the Goods Receipt and/or Invoice Receipt to be applied to it. After the new line is created, complete the following:

- Notify the Recipient (on Overview Tab) to back out the Goods Receipt and apply it to the new line item.
- Submit a request to the Comptroller's Office to have the Invoice Receipt backed out and applied to the new line item. Send an email to the Comptroller's resource account at RA-ExceptionProcess@pa.gov.

Completing the above steps will zero out the incorrect line item, however, the line item will remain because of the historical data.

Deleting a Purchase Order in a Saved status, that was never “Ordered”

- This section will discuss how to delete the entire Purchase Order before the Purchase Order has been ordered
 - The Purchase Order was created in SRM and “Saved” (i.e., never “Ordered”)
 - Verify the Purchase Order is in a Saved status (never ordered) and has never been replicated to SAP. Purchase Order replication to SAP did not occur, and deletion at the Header level can be executed in SRM

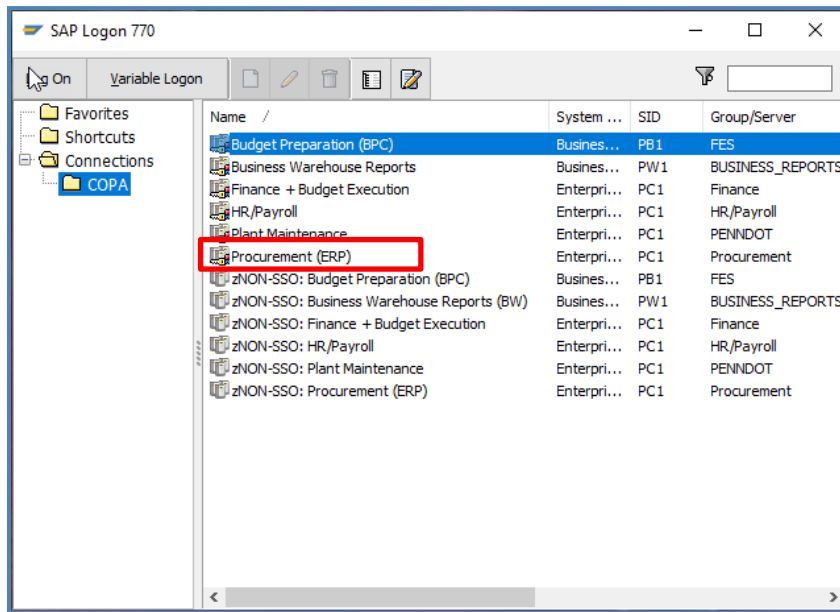
Note: Purchase Orders are replicated (copied) to SAP so the suppliers can be paid. The Commonwealth’s financial system resides in SAP.

Purchase Order Number	Purchase Order Name	Item Number	Item Name	Status	Supplier Name	Total Value	Currency
<input type="checkbox"/> 4300686523	Local Purchase Order1 P00449688 02/10/20	2	fy 20-21 labor.Emergency M-F 4:30p-7:59a	Saved	HORIZON INFORMATION SERVICES INC	14,243.00	USD
<input type="checkbox"/> 4300686523	Local Purchase Order1 P00449688 02/10/20	3	fy 20-21 labor.Emergency weekend	Saved	HORIZON INFORMATION SERVICES INC	14,243.00	USD
<input type="checkbox"/> 4300686523	Local Purchase Order1 P00449688 02/10/20	4	fy 20-21 parts	Saved	HORIZON INFORMATION SERVICES INC	14,243.00	USD
<input type="checkbox"/> 4300686523	Local Purchase Order1 P00449688 02/10/20	5	fy 21-22 labor.normal hrs.	Saved	HORIZON INFORMATION SERVICES INC	14,243.00	USD
<input type="checkbox"/> 4300686523	Local Purchase Order1 P00449688 02/10/20	6	fy 21-22 labor.Emergency M-F 4:30p-7:59a	Saved	HORIZON INFORMATION SERVICES INC	14,243.00	USD
<input type="checkbox"/> 4300686523	Local Purchase Order1 P00449688 02/10/20	7	fy 21-22 labor.Emergency weekend	Saved	HORIZON INFORMATION SERVICES INC	14,243.00	USD
<input type="checkbox"/> 4300686523	Local Purchase Order1 P00449688 02/10/20	8	fy 21-22 parts	Saved	HORIZON INFORMATION SERVICES INC	14,243.00	USD
<input type="checkbox"/> 4300686519	Local Purchase Order1 P00449688 02/10/20	1	fy 20-21 quarterly inspection. june2021	Saved		16,940.00	USD
<input type="checkbox"/> 4300686519	Local Purchase Order1 P00449688 02/10/20	2	fy 20-21 labor.normal hrs. june2021	Saved		16,940.00	USD
<input type="checkbox"/> 4300686519	Local Purchase Order1 P00449688 02/10/20	3	fy 20-21 labor.nights 4:31p-7:29a 6/2021	Saved		16,940.00	USD

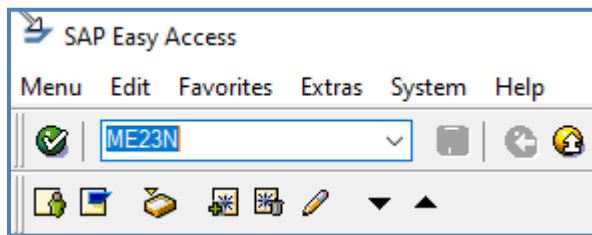
1. Verify that the Purchase Order does not exist in SAP
 - a. Select the SAP Logon Pad



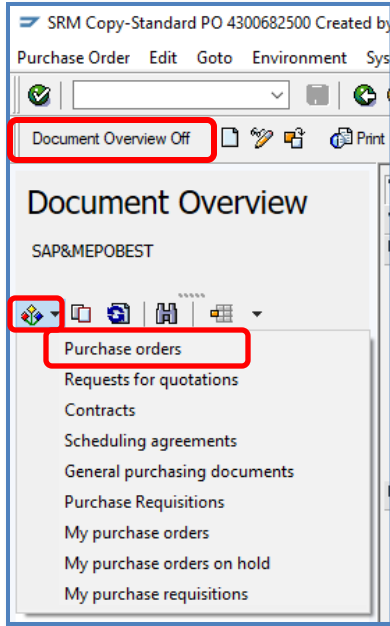
- b. Select Procurement from the Connections folder



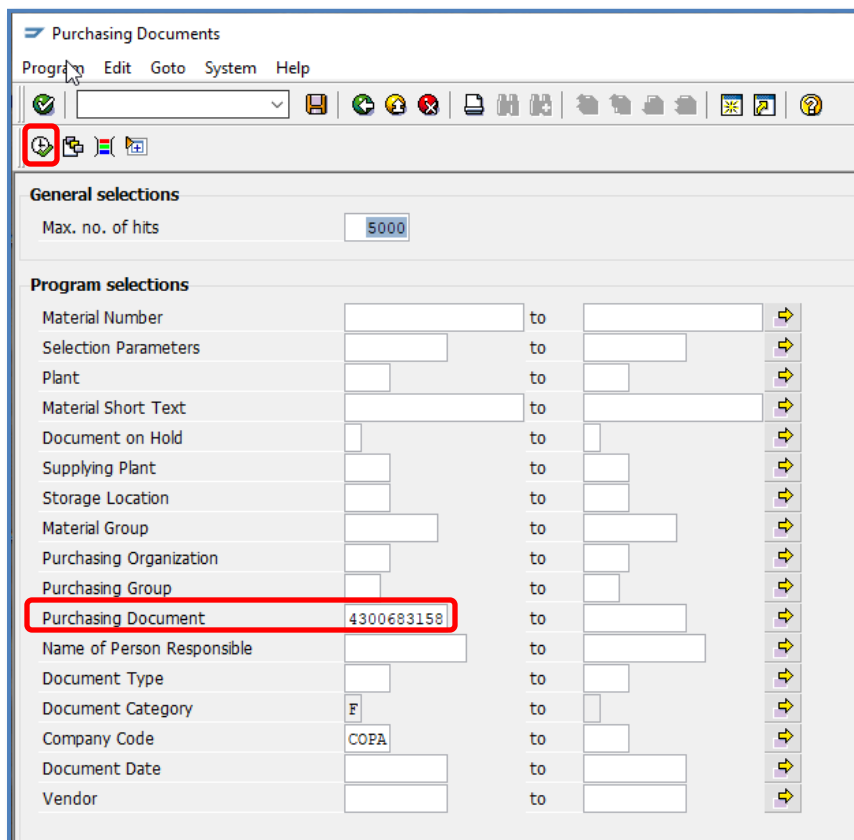
- c. SAP will open to the Easy Access screen. Enter ME23N into the Transaction Field



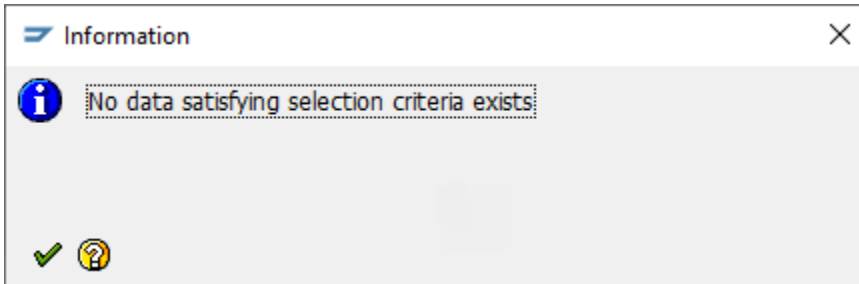
- d. Select the Document Overview Off/On toggle switch.
 - i. When the display is open, select the Variant icon (Blue, Yellow and Red Diamonds).
 - ii. Select Purchase Orders.



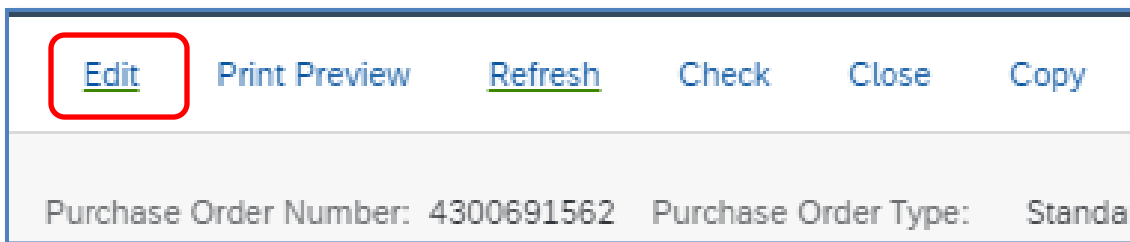
- iii. When the Purchasing Documents screen displays, enter the Purchase Order number in the Purchasing Document Field
- iv. Select the Execute button.



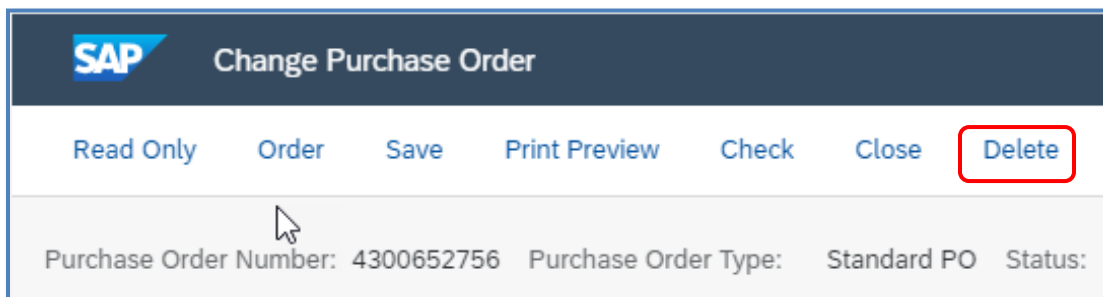
2. When the message displays stating that *No data satisfying selection criteria exists*, proceed with deleting at the Header Level.
 - a. If the Purchase Order displays, you will have to delete at the line item level. (instructions in the Delete SRM Purchase Order after it was “Ordered” section)



3. Go back to SRM and select the Edit button to activate the Edit mode. Once in Edit mode, the Delete button will be available at the Header level



4. Select the Delete button at the Header level of the SRM Purchase Order.
5. The Purchase Order is now deleted from the system and cannot be viewed.



Delete SRM Purchase Order after it was "Ordered"

- This section will discuss how to delete all or some of the line items on the Purchase Order after the Purchase Order was ordered
 - Verify the Purchase Order is in an Ordered status and has been replicated to SAP when the Order button was selected
 - Deletion of the Purchase Order will occur at the Line Item level

Purchase Order Number	Purchase Order Name	Item Number	Item Name	Status	Supplier
<input type="checkbox"/> 4300687213	ROC 11Q3 11592640 2.18.2021	1	ADAALT,CHINA BLUE,1/8X24X48-3/4	Ordered	SIGNCA
<input type="checkbox"/> 4300687213	ROC 11Q3 11592640 2.18.2021	2	ADAALT, BLK,1/8X24X48-3/4	Ordered	SIGNCA
<input type="checkbox"/> 4300687213	ROC 11Q3 11592640 2.18.2021	3	ADAALT,WHT,ADHBK,1/32X24X48-3/4	Ordered	SIGNCA
<input type="checkbox"/> 4300687212	ROC 11Q3 11592639 2.18.2021	1	Rowmark,ADA ALT Substrate Silver 1/8"	Ordered	SIGNCA

1. Locate and open the Purchase Order.
2. Select the **Edit** button

Edit Print Preview Refresh Check Close Copy

Purchase Order Number: 4300691562 Purchase Order Type: Standard

3. On the Items tab, select the line item(s) that are to be deleted and select the **Delete** button

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Gross Price	Currency	Per	Net Price
<input checked="" type="checkbox"/> 1		Material	1		Managerial...	56101500	10.000	EA	395.00	USD	1	395.00
<input type="checkbox"/>		Material	0				0.000		0.00	USD	0	0.00
<input type="checkbox"/>		Material	0				0.000		0.00	USD	0	0.00
<input type="checkbox"/>		Material	0				0.000		0.00	USD	0	0.00

- a. Once deleted, a red "X" will display in the Deleted column

▼ Item Overview

Details Add Item Copy Paste Duplicate Delete Undelete Propose Sources of Supply

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category
1	X	Material	1		LOT 1 - C...	76111501
2	X	Material	2		LOT 2 - CL...	76111501
3	X	Material	3		LOT 3 - V...	76111501

- 4. Select the **Order** button to replicate the changes to SAP



- 5. The line items deleted in SRM are replicated to SAP and identified with Trash Can icons

Header

S...Item	A	I	Material	Short Text	PO Quantity	OUn	C	Delv. Date	Net Price	Curr...	Per	OPU	Matl Group	Plnt	Stor. Loc
1			296354	INTERPRETERS, TELEPH...	500.000	MIN	D	01/01/2021	0.42	USD	1	MIN	INTERPRET...	L&I	
2			296326	INTERPRETERS, TELEPH...	500.000	MIN	D	01/01/2021	0.55	USD	1	MIN	INTERPRET...	L&I	

- 6. To verify that the committed funds are unencumbered, go to the Environment Menu, Document Item, AC Commitments to view the financial document.

RefDocNo	Item	FM pstg d.	Amt type	Pymt Bdgt	Fund	RP	Funds Center	Cost Ctr	G/L Acc	Order	Cmnt item	Vendor	Text
4300682500	1	12/30/2020	Original	210.00	822930000	2020	1266410000		6343117	C03220400310	6343117	423008	INTERPRETERS, TELEPHONE, SP
4300682500	1	01/04/2021	Change	210.00	822930000	2020	1266410000		6343117	C03220400310	6343117	423008	INTERPRETERS, TELEPHONE, SP
				0.00									
4300682500	2	12/30/2020	Original	275.00	822930000	2020	1266410000		6343117	C03220400310	6343117	423008	INTERPRETERS, TELEPHONE, O
4300682500	2	01/04/2021	Change	275.00	822930000	2020	1266410000		6343117	C03220400310	6343117	423008	INTERPRETERS, TELEPHONE, O
				0.00									
				0.00									

- 7. The line items are now deleted but will still reside on the Purchase Order in the system. However, they will not be active, and the funds are liquidated from the deleted line items.
- 8. Be sure to provide the supplier with a copy of the "Change Version".