
PURCHASING USER MANUAL	1
REJECT OR CANCEL A PURCHASE ORDER LINE ITEM	1
INTRODUCTION	1
REJECT OR CANCEL A LINE ITEM	1
CANCEL A LINE ITEM THAT HAS BEEN RECEIVED	2
REJECT A LINE ITEM THAT HAS BEEN RECEIVED.....	2

PURCHASING USER MANUAL

REJECT OR CANCEL A PURCHASE ORDER LINE ITEM

INTRODUCTION

A purchaser can cancel or reject a purchase order line item, whether it has been added to a purchase order or whether it is a line item available on the **PO** screen. If some purchase order items have been received, the purchaser can cancel the items that will not be received in order to complete the purchase order.

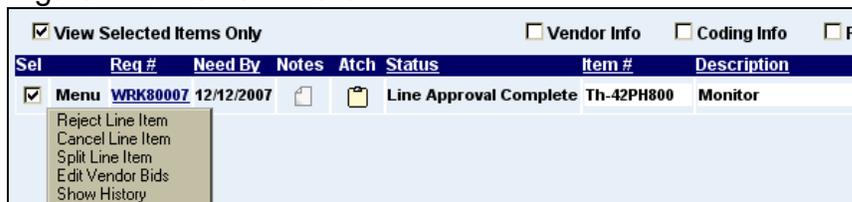
- Rejecting a line item allows the Requester or Coder to make any changes necessary (Description, Price, PCA, etc.) so it can be re-added to a PO.
- Canceling a line item removes it from the **PO** screen. It will not be available to be re-added to a PO and not available for the requester to make any changes to it or resubmit it. The line may stay on a Requisition or Purchase Order with a status of “Cancelled”.

[Click here for information to clear, void, or reject a purchase order.](#)

REJECT OR CANCEL A LINE ITEM

1. Locate the line item:
 - a. Locate a purchase order on the **PO Status** tab, and then click **Edit** or **Order** to open the **PO** screen and locate a requisition line item. (Typically the status of a saved purchase order is ‘**In Purchasing**’.)
 - b. To reject or cancel a requisition item that is ready to purchase but not yet added to a purchase order, click the **PO** tab.
2. On the **PO** screen, click **Menu** next to a requisition line item. The actions available on the menu will apply only to that line item, not to the entire purchase order.

Figure 1 - Line Item Menu



3. Click one of the following:
 - a. **Reject Line Item.** The line item is removed from the **PO** screen and sent back to the requester. The requester or Coder can make changes to line item and re-submit it for fiscal coding and approval through the **Requisition** screens. If the Purchaser is also a Coder, the purchaser can select the requisition on the **Requisition Status** tab of the **Purchase Order** screen to change the fiscal coding. (But the requisition would still have to be approved through the **Requisition** screens.
 - b. **Cancel Line Item.** The line item cannot be ordered or received. It is removed from the **PO** screen and will not be available to be re-added by the requester. The line may stay on a Requisition or Purchase Order with a status of “Cancelled”
4. Click **OK**.

CANCEL A LINE ITEM THAT HAS BEEN RECEIVED

If some purchase order items have been received and the purchaser needs to cancel the items that will not be received to complete the purchase order, the receiver must first ‘correct’ the receiving status to set it back to “Ordered”.

1. On the **Receiving** screen, click **Correct** on the line item(s) to be cancelled. (See the [Receiving documentation](#) for details).
2. On the **Purchase Order** screen, the purchaser can open the purchase order, click **Menu** next to the line item(s) and click **Cancel Line Item**. The status of the purchase order will be complete with a status of “All items received or cancelled”.

REJECT A LINE ITEM THAT HAS BEEN RECEIVED

The receiver must first ‘correct’ the receiving status to set it back to “Ordered”, but a purchase order that has all items ordered and received cannot have any more items added to it. Rejected line items can be updated and added to the original purchase order or added to a new purchase order. The steps below describe adding line items to the original purchase order.

1. On the **Receiving** screen, click **Correct** on *at least two line items* of the purchase order. (If only one item is ‘corrected’ and then rejected by the purchaser all other items are “received”, the purchase order status becomes “All items received” and cannot be added to or updated.) If there is only one line item, click **Correct** on that line.
2. From the **Purchase Orders** screen, open the purchase order and click **Menu** next to the line item(s) and click **Reject Line Item**.

To update the rejected line item(s):

1. On the **Requisition** screen, open the requisition and update the line item(s) as needed and then click **Itemization Complete**.
2. Update the fiscal coding as needed and then click **Coding Complete**.
3. To approve *all* line items of the requisition, click **Approve**. To approve individual line items of the requisition, click **Menu** next to a line item, and then click **Approve Line Item**.

To add the updated line item(s) to the purchase order:

1. From the **Purchase Orders** screen, open the purchase order and click the **PO** tab.
2. On the **PO** screen, check the check boxes next to the updated line items and click **Save**.
3. The items will be ready to receive on the **Receiving** screen.