

Purchase Orders: Cancel vs. Close

1. Cancel

- When no payments have been made against the PO
- Encumbrance is released
- Preliminary Assets are deleted (if the Preliminary Asset has been completed in FAMIS/FFX it will not be affected when the PO is cancelled)
- PO's that have been cancelled may be "un-cancelled" in AggieBuy
 - "Un-cancelling" a PO does not automatically restore the encumbrance in FAMIS
 - "Finalizing the Revision" of an un-cancelled PO will re-encumber the PO in FAMIS
- The "Close PO" option still appears as an Available Action on Cancelled PO's but there is no functional reason to "Close" a PO after it has already been "Cancelled". Closing a Cancelled PO will, however, change the "A/P status" from "Open" to Closed" – see screen shot below.

Steps: To Properly Cancel a PO

- A Change Request must be initiated with the original PO to zero out each line item before a PO cancelation can take place.
- Once the Change Request has completed its workflow, the Procurement Department will need to be notified by the department making the change request so that it can be canceled.

3. Close

- When one or more payments have been made against the PO but the balance of the PO is no longer needed/wanted.
- Encumbrance is released
- Neither a Preliminary nor an Asset that has been completed in FAMIS/FFX will be affected when a PO is closed.
- PO's that have been closed may be "re-opened" in AggieBuy
 - Re-opening a PO does not automatically restore the encumbrance in FAMIS
 - "Finalizing the Revision" of a re-opened PO will re-encumber the PO in FAMIS.
- The "Cancel PO" option no longer appears as an Available Action on Closed PO's.

PO/Reference No. **AB0400939 Revision 2 (Closed)** Available Actions Add Comment Go

Supplier **INTERNAL REVENUE SERVICE**

Status Purchase Order Revisions PO Approvals Shipments Receipts Invoices Comments (5) Attachments (1) History

General Information		Document Status	
PO/Reference No.	AB0400939	A/P status	Closed
Revision No.	2	Workflow	Completed (10/15/2018 11:05 AM)
Supplier Name	INTERNAL REVENUE SERVICE more info...	Distribution	Email (HTML Attachment): aborders@tamu.edu The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view
Purchase Order Date	10/15/2018	Distribution Date/Time	10/15/2018 11:05 AM
Total	0.00	Supplier	Cancelled view
Owner Business Unit	25-Texas A&M University - San Antonio (25)		
Owner Name	Patricia Harris		
Owner Phone	+1 210-784-2071		
Owner Email	PATRICIA.HARRIS@TAMUSA.EDU		
Requisition Number	108998870 view print		

Line Item Status									
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	Matching
1 Penalty Interest more info...	CP134B	EA	381.62	1 EA	381.62 USD	Cancelled	none	none	No Matches