When you need to cancel lines of a Purchase Order:

A couple of examples when you definitely need to use the Cancel Line
- If there is a cancel date typed in and no cross-out line through that specific line, remove cancel date and follow instructions below
- Reverse receipted as your Last Status (999), follow instructions below

To Cancel PO Lines
Purchasing – Agencies
  Purchase Orders - Agency
    Work with Purchase Order
- Type PO # in Header
- Type in Type of PO if known
- Find
- Check a line
- Click Select
- Click Ok – The detail grid shows what lines have been received & what is open – lines with a ---- through it has been received or cancelled
- Determine which lines should be cancelled and check the box in front of the row
- Go to Row icon
- Click on Cancel Line – this will cancel all lines checked
- Click Ok

For more detailed information go to:
Link to the User Guides NEW this link is found at the bottom of the page in the Help section of the Link page.

In the Payroll & Financial Center section: Click on 14. Procurement
and in Lesson 2 – Review Purchasing Data

Pick your learning style/presentation type:
      Revising a Procurement Document to read it with screen shots
      NVISION to see it demonstrated
      Revising a Procurement Document Job Aid to read with no screen shots