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

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

#### **FPAPURR**:

× @ ellucian	Purchase Order FPAPURR 9.3.8 (BANT0630)					ADD 🗎	RETRIEVE		о 🔅 тоо
Purchase Order: P003	1603								Start Over
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Purchase Order	P0031603	Delivery Date *			In Suspense				
Blanket Order	· · · · · · · · · · · · · · · · · · ·	Comments			Document Text				
Order Type *	Regular	Commodity Total	0.00						
Order Date *	11/05/2018	Accounting Total	0.00)						
Transaction Date *	11/05/2018	V Do	cument Level Accounting						
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- Type in the PO number and click Go
- On the Purchase Order section click on Delete

X @ ellucian	Purchase Order FPAPURR 9.3.8 (BANT0630)				ADD S	RETRIEVE 👫 RELATED	TOOLS
Purchase Order: P003	1603				A Press Del	tete Record again to Delete this re	cord
* PURCHASE ORDER						🕻 Insert 🗖 Delete	Pa Copy Y, F
Purchase Order	P0031603	Delivery Date *			In Suspense		
Blanket Order	(m)	Comments			Document Text		
Order Type *	Regular	Commodity Total	0.00				
Order Date *	11/05/2018	Accounting Total	0.00				
Transaction Date *	11/05/2018	Docum	ent Level Accounting				
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- 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.

🗙 🕲 ellucian Purchase Order FPAPURR 9.3.8 (BANT0630)		ADD 隆 RETRIEVE 🚜 RELATED 🔆 TOOLS 🚺
Purchase Order:	Copy	O Deletion of Purchase Order is completed.
Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enti-	er your search criteria, and then press ENTER.	
=		
a		
<u>e</u>		
2		

• 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).

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😑 🗙 🎯 ellucia	in Purchase/Blanket C	Inder Cancel FPAPDEL	9.3.3 (BANT0630)						🔒 ADD	B RETRIEVE	Am	ATED 1	E 100L
Purchase Order:	P0070568 Blanket Order	£0									0	Start C	wer.
Purchase Order	Cancel Date												
* PURCHASE ORD	ERS DETAILS									C Intent	Delete	R Copy	Ŷ, File
	NSF Checking					Vendor	L00000843	Curtis Restaurant Equipment					
Ordered 0	late 06/29/2018					Origin	BANNER						
Delivery D	late 06/29/2018												
Net Amount	anne a Grècha anna 200												
Exter	ided Amount		Discount Amount		Tax Amount			Additional Charges			Net /	Amount	
	127,76	-	0.00	+		0.00	+	0.00	=			1	27.76
2													_

#### 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:

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• Choose a reason code from the drop-down and click "Make cancellation permanent".

≡	× @ ellucian	Purchase/Blanket Order Cancel FPAPDEL 9.3.3 (BANT0630)		ADD	RETRIEVE	RELATED	TOOLS
	Purchase Order: P007	0568 Blanket Order:				St.	art Over
*	Purchase Order	ancel Date					
	* CANCELLATION DETAIL	L			C Insert	Delete 👘 Co	py 9. Filter
	Cancel Date	06/30/2018	Make Cancellation Permanent				
	Reason Code	CX08 No Longer Required					
Q	Record Count						
100	Accounting	f:	Commodity				
2							
-							
2							

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

Sellucian Purchase/Blanket Order Cancel FPAPDEL 9.3.3 (BANT0630)		📑 ADD 🖺 RETRIEVE 🚠 RELATED 🔆 TOOLS 🚺
Purchase Order: P0070560	Blanket Order:	Saved successfully (2 rows saved)
	and a second	
Get started. Complete the neids above and ceck Go. to search by name, press 14b from an iD held, e	nter your search chana, and then press Ervi ER.	
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8		
2		

 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.

X @ ellucian Purchase/Blanket Order Cancel FPAPDEL 9.3.3 (BANT0630)		🖺 ADO 🖺 RETRIEVE 🚜 RELATED 🔅 TOOLS 🧾 1
Purchase Order: P0070004	Blanket Order:	PO/BO has activity (AP, RECEIVING, RETURNS, CHANGES     etc.), issue change order
Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID fields	id, enter your search criteria, and then press ENTER.	

L

## 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

·PAEOCD:					
X @ ellucian Encumbrance Open/Close FPAEOCD 9.3.5 (BANT0630)		ADD		RELATED	TOOLS
Document Number: NEXT				St	srt Over
* ENCUMBRANCE OPEN/CLOSE			D Insert	Delete 🐂 Co	py Y. Filter
Close PO document or commodity	Document* 11/05/2018				

- 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.

× Ø ellucian	Encumbrance Open/Close FPAEOCD 9.3.5 (BANT0630)		🔒 ADD	🖹 RETRIEVE	🛃 RELATE	d 🔅 tools
Document Number: *0	009686					Start Over
* ENCUMBRANCE OPEN	CLOSE			🔛 Insert	Delete 📲	Copy 🔍 Filter
	Close PO document or commodity	Document * 06/30/2018				
PO/REQUISITION DETA	ILS			🗄 Insert	🗖 Delete 🦷	Copy 🔍 Filter
Purchase Order Number	P0070004	Purchase Order Text Exists				
Purchase Order Transaction Date	05/24/2018	Close All Items				
Vendor	L00000996 Overhead Door	Change Accounting				

- 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.

× @ellucian	Encumbrance Open/Close FI	AEOCO 9.3	5 (BAN10630)								ADO E RE	THEVE	Anela	JED 4	a TOOL
COMMODITY/ACCOUN	ITING INFORMATION										0	interi i	Ceste	Pa Copp	$\mathcal{R}_{i} \neq 0$
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Transaction Date	06/30/2018					Vendor	L00000996 Qvi	whead Door							
Purchase Order	P0070004						Document Lev	el Accounting							
Type	Regular					Purchase Order Currency									
PURCHASE ORDER CO	OMMODITY INFORMATION										0	insert 🖡	Deixia	Copy	¥, File
Purchase Order Item	Code Status	Close	Description	Unit Price	2	Ordered Quantity	Invoiced	Quantity	Net Amount Ordered	_	Net Amount Invoiced		Text	xists	UM
	1 0		FY 18 Preventative Maint on Overhea	d Door's	4,260.0000		1		0	4,260.00		1	0.00 Y		SVC
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COMPLETION											0	Insert .	Delete	Pa Cory	T, File
Complete ] [ In Po	rocess														

• 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.

× @ ellucian	Encumbrance Op	en/Close FP/	EOCD 9 3	(BANT0630)								🚡 ADO 🖺 F	RETRIEVE		ED 🔅 T	xou
COMMODITY/ACCOUN	TING INFORMATION											\$	Dinsert 🖉	Delete N	Citpy T	titt
Document Code	*0009686 Close	PO documen	t ar commod	0			Furchase Order Transanction Date	05/24/2016	ő							
Transaction Date	06/30/2018						Vendor	£00000996	6 Overhead Door							
Purchase Order	P0070004							Docum	ent Level Accounting							
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Purchase Order Item	Code	Status	Close	Description	Unit Price		Ordered Gaantity	i le	woiced Quantity	Net Amount Ordered		Net Amount Invoice	rd	Text Exi	ists S	M.
	1	0		FY 18 Preventative Maint. on Overhea	d Door's	4,260.0	0000	1	<u>ः</u> (		4,260.00		0	100 Y	4	vc
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* COMPLETION												4	Direct. E	Delete 1	Copy T	File
Complete ] [ In Pr	ocess															

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

X @ ellucian Encumbrance Open/Close FPAEOCD 9.3.5 (BANT0630)	🖹 ADD 🖺 RETRIEVE 🛔 RELATED 🐇 TOOLS 🚺
Document Number:	<ul> <li>Document *0009687 completed and forwarded to the Posting process.</li> </ul>
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.	

End of procedures