Table of Contents

How to Delete a Purchase Order that has not been posted: ................................................................. 2
How to Delete a Purchase Order that has been completed and posted but no activity: .................................................. 3
How to Delete a Purchase Order that has been completed, posted and has activity: ................................. 4
How to Delete a Purchase Order that has not been posted:
POs that have not ever posted must be deleted using **FPAPURR**.

**FPAPURR:**

- Type in the PO number and click Go
- On the Purchase Order section click on Delete
- 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.

- Message pops up “Deletion of Purchase Order is completed”.

Revised 11/5/2018
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).

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

  ![FPAPDEL Screen](image)

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

  ![Success Message](image)

- 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.

  ![Error Message](image)

Revised 11/5/2018
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

**FPAEOCD:**

- 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.

- 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.

- In the Close box, verify that there is a checkmark for the line item that you need to close.

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• 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.

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

End of procedures