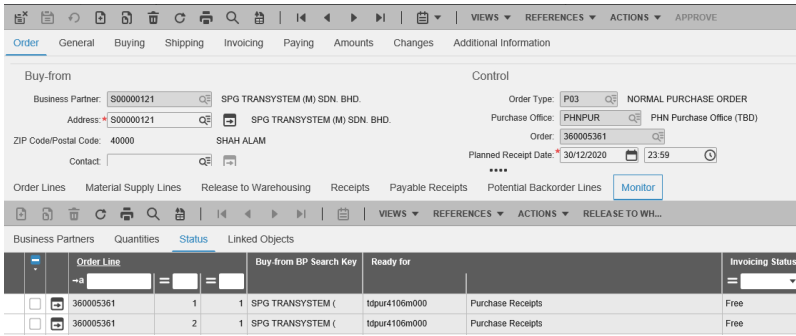


TITLE

PURCHASE ORDER CLOSING – CANCEL AND CLOSE PO

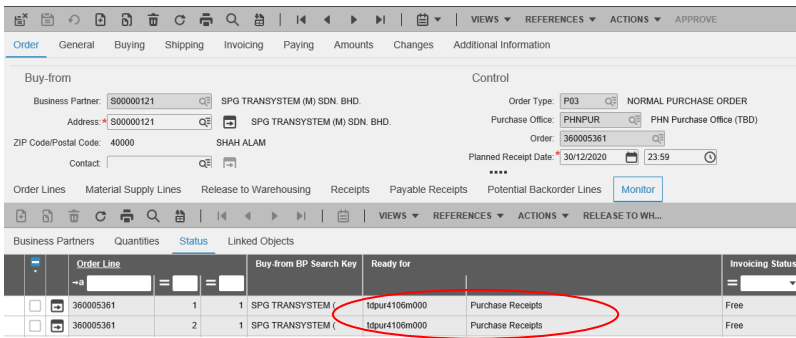
NO	SESSION/DIAGRAM	INSTRUCTIONS
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1.0 Cancel and close Purchase Order:
Procurement\Orders\Purchase Orders

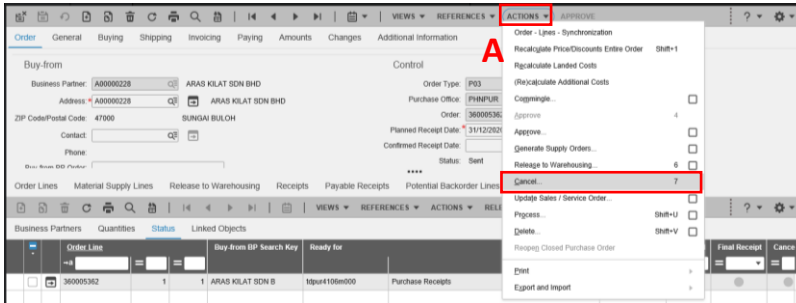
In order to cancel and close Purchase Order, there are several conditions that need to be done based on PO line status:

- i. Receipt status is open
- ii. Backorder purchase order line is open
- iii. Complete maintain receipt and print PIV

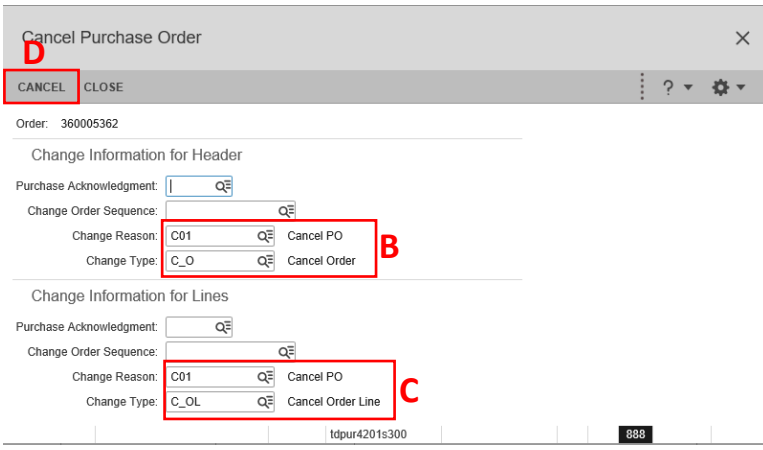


1.1 CANCEL PURCHASE ORDER

This step is done if the PO line hasn't been maintained yet and receipt status is open.



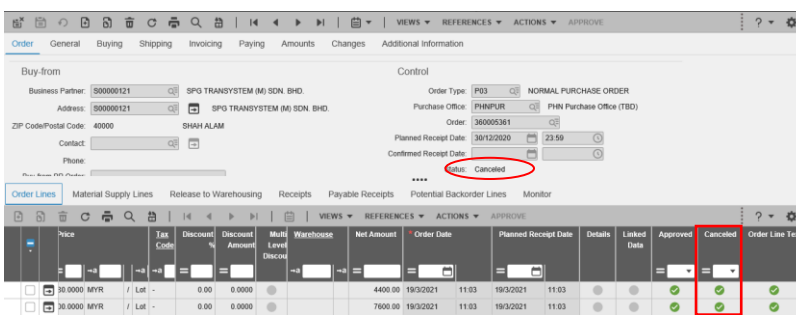
A. Open the Purchase Order to be cancel. Go to "Actions" tab above and select "Cancel".



B. Insert the change reason and type in the specified fields.

C. Insert the change reason and type in the specified fields.

D. Click "Cancel".



The session shows that the Purchase Order has been cancelled.

1.2 CANCEL PURCHASE ORDER LINE AND CLOSE PO

This step is done if the PO line has balance backorder.

Open Purchase Order and check the status of the order line at **“Monitor”** tab. Balance backorder have status Awaiting Receipts – Warehouse or Purchase Receipt.

Order: 360005303

Order Line	Material Supply Lines	Release to Warehousing	Receipts	Payable Receipts	Potential Backorder Lines	Monitor
360005303	1	1	1	1	1	1
360005303	1	2	2	2	2	2

E. Select the order line and click **“References”**.

F. Next, select **“Order Line Details”**.

G. Select the backorder line and click **“Actions”**

Sequence	Line Type	Ordered Quantity	Price	Ship from Business Partner	Warehouse	Planned Receipt Date	Parent	Linked Data
1	Detail	110.0000	Dzr	F0000006	PHN15	1/19/2020	23.59	0
2	Backorder	10.0000	Dzr	F0000006	PHN15	1/19/2020	23.59	1

H. Next, select **“Cancel”**

I. Insert the change reason and type in the specified fields. Then click **“Cancel”**.

Cancel Purchase Order Detail Line

CANCEL CLOSE

Order: 360005303

Line: 1 2

Change Information for Lines

Purchase Acknowledgment: []

Change Order Sequence: []

Change Reason: C01 Cancel PO

Change Type: C_OL Cancel Order Line

Sequence	Line Type	Ordered Quantity	Ship from Business Partner	Warehouse	Planned Receipt Date	Planned	Linked Data	Approved	Cancel
1	Detail	110.0000	Doz	F0000006	FUJI HARDWARE SDN BHD PHN15	PHN CONSUMABLES	1/19/2020	23.59	0
2	Backorder	10.0000	Doz	F0000006	FUJI HARDWARE SDN BHD PHN15	PHN CONSUMABLES	1/19/2020	23.59	1

Now, the backorder line has been successfully cancelled. Save and close the session.

Buy-from Control

Business Partner: F0000006 FUJI HARDWARE SDN BHD
 Order Type: P03 NORMAL PURCHASE ORDER
 Purchase Office: PHNPLR PHN Purchase Office (TBD)
 Order: 360005303
 Planned Receipt Date: 1/19/2020 23.59
 Confirmed Receipt Date: Status: Modified

J. The PO status is now “Modified”. Next, click “Approve”.

Order Lines - Synchronization

- Recalculate Prices/Discounts Entire Order Shift+1
- Recalculate Landed Costs
- Recalculate Additional Costs
- Copy/Import...
- Approve
- Generate Supply Orders...
- Release to Warehousing...
- Cancel...
- Update Sales / Service Order
- Process Shift+U
- Delete Shift+V
- Reopen Closed Purchase Order
- Print
- Export and Import

K. Go to “Actions” and select “Process” in order to close the PO.

Process Delivered Purchase Orders

PROCESS CLOSE

Settings

Process up to Date: 21/7/2021 19:41

Print Errors

L. Click the “Process” command button.

Select Device

CONTINUE CLOSE SAVE DEFAULTS CLEAR DEFAULTS GET DEFAULTS SELECT LANGUAGE...

Printer: Display Send Message File

Device: D Display

Report tdpur422301000 Error Report

M. Insert “D” and click “Continue”.

Order	Buy from Business Partner	Purchase Office	Buyer	Order Date	Order Amount	Status
360005300	F0000006 FUJI HARDWARE SDN BHD	PHNPLR PHN Purchase Office (TBD)	M0516	SHL 30/9/2020 21.17	927.50 MYR	Closed
360005301	F0000086 FOURSEACOM HARDWARE & ENGINE	PHNPLR PHN Purchase Office (TBD)	M0516	SHL 30/9/2020 21.17	2979.70 MYR	Closed
360005302	F0000006 FUJI HARDWARE SDN BHD	PHNPLR PHN Purchase Office (TBD)	M0516	SHL 1/10/2020 15.36	16993.00 MYR	Closed
360005303	F0000006 FUJI HARDWARE SDN BHD	PHNPLR PHN Purchase Office (TBD)	M0516	SHL 1/19/2020 19.02	11000.00 MYR	Closed
360005304	W0000016 WILLFAST INDUSTRY SDN BHD	PHNPLR PHN Purchase Office (TBD)	M0516	SHL 2/19/2020 18.13	5850.00 MYR	Closed
360005305	T0000084 TPMC WELDING SUPPLIES SDN BHD	PHNPLR PHN Purchase Office (TBD)	M0516	SHL 9/10/2020 17.41	865.00 MYR	Closed

The session shows that the Purchase Order has been successfully closed.

1.3 PRINT PURCHASE INVOICE AND PDPO :

This step is done if the PO line is complete maintained.

The screenshot shows the SAP purchase order header and a table of order lines. The header includes fields for Business Partner (A00000001), Address (AERO DIGITAL SDN BHD), Order Type (P03), and Order (ITT005002). The table below has columns for Order Line, Buy from BP Search Key, Ready for, Invoicing Status, Approved, and Final Receipt. The first row shows Order Line 1, Buy from BP Search Key 1, Ready for AERO DIGITAL SD, and Invoicing Status Free. A red circle highlights the 'Print Purchase Invoices' button in the 'Ready for' column.

The screenshot shows the 'Procurement' menu with various options. The 'Print Purchase Invoices' option is highlighted with a red box.

Open session **“Print Purchase Invoices”**

The screenshot shows the 'Options' tab in the 'Print Purchase Invoices' session. The 'Print Purchase Invoices For' checkbox is checked. The 'Invoice Series' field is set to 'ITT' and is highlighted with a red box and a red 'N'. The 'Purchase Order' field is set to 'ITT005002' and is highlighted with a red box and a red 'O'. The 'Selection Range' section shows various fields for selection criteria.

N. Insert **3-first free number** in the **“Invoice Series”** field.

O. Insert the **“Purchase Order No”** in the **“Purchase Order”** field. User may insert PO No by range if any.

P. Next go to **“Options”** tab.

The screenshot shows the 'Options' tab in the 'Print Purchase Invoices' session. The 'Print' button is highlighted with a red box and a red 'R'. The 'Final Invoices' checkbox is checked and highlighted with a red box and a red 'Q'. Other options include 'Receipt Address per Line', 'Print to predefined Device', 'Payable Receipts', 'Print Summary Invoice', 'Print Checksums', and 'Variant Options'.

Q. Tick **“Final Invoices”** checkbox.

R. Click **“Print”**.

Select Device

CONTINUE CLOSE SAVE DEFAULTS CLEAR DEFAULTS GET DEFAULTS SELECT LANGUAGE...

Printer Display Send Message File

Device: Display

Report tdpur440401000 Proforma Purchase Invoice

S. Insert "D" in "Device".

T. Next, click "Continue".

Select Device

CONTINUE CLOSE SAVE DEFAULTS CLEAR DEFAULTS GET DEFAULTS SELECT LANGUAGE...

Printer Display Send Message File

Device: Display

Report tdpur440403000 Proforma Purchase Invoice Consumption Details

U. Insert "D" in "Device" in order to print the PIV.

V. Next, click "Continue".

PURCHASE INVOICE Original

Buy From
AERO DIGITAL SDN BHD
NO.3 JALAN PENGGAWA U1/74
SHAH ALAM
40000
SELANGOR
MALAYSIA

Delivery address.

Invoice From
AERO DIGITAL SDN BHD
NO.3 JALAN PENGGAWA U1/74
SHAH ALAM
40000
SELANGOR
MALAYSIA

Buy-from BP : A00000001 Invoice-from BP : A00000001 Invoice : 100005038 Date: 23-07-21

Item	Line Seq	Quantity	Unit	Effectivity Unit	Price	Unit	Tax Code	Discount	Amount
TEST 0	1	1.0000	Unit	0	100.0000	MYR	SST10		100.00

Purchase Order Reference: ITT005002
Order Date: 21-10-2019 16:20

The report shows the example of printed Purchase Invoice.

Order General Buying Shipping Invoicing Paying Amounts Changes Additional Information

Business Partner: A00000001 AERO DIGITAL SDN BHD

Address: A00000001 AERO DIGITAL SDN BHD

ZIP Code/Postal Code: 40000 SHAH ALAM

Contact:

Planned Receipt Date: 21-10-2021

Confirmed Receipt Date:

Status: In Process

Order Lines

Order Line	Material Supply Lines	Release to Warehousing	Receipts	Payable Receipts	Potential Backorder Lines
ITT005002	1	AERO DIGITAL SDN	tdpur4223m000	Process Delivered Purchase Order	

Order Type: PR3

Purchase Office: P14RPLR

Order: ITT005002

Planned Receipt Date: 21-10-2021

Confirmed Receipt Date:

Status: In Process

Order Lines - Shift-I

Recalculate Price/Discounts Entire Order - Shift-I

Regenerate Additional Costs

Copy...

Approve...

Generate Supply Orders...

Release to Warehousing... 6

Cancel... 7

Update Sales / Service Order...

Process... Shift+U

Delete... Shift+V

Reopen Closed Purchase Order

Print

Export and Import

W. Next user need to run Process Delivered Purchase Order to close the PO. Go to "Actions" and select "Process".

Process Delivered Purchase Orders

PROCESS CLOSE

Settings

Process up to Date: 23/7/2021 13:19

Print Errors

tdpur4223m000 888

X. Next, go "Actions" and select "Process".

Select Device

CONTINUE CLOSE SAVE DEFAULTS CLEAR DEFAULTS GET DEFAULTS SELECT LANGUAGE...

Printer Display Send Message File

Device: Display **Y**

Report tdpur422301000 Error Report

Y. Insert "D" in "Device" and "Continue".

Process Delivered Purchase Orders

PROCESS CLOSE **Z**

Settings

Process up to Date: x

Print Errors

Process completed. tdpur4223m000 888

Z. A message "Process Completed" appear at the bottom of the session once complete. Then, click "Close".

Order	Buy from Business Partner	Purchase Office	Buyer	Order Date	Order Amount	Status
IT1005000	A00000001 AERO DIGITAL SDN BHD	PHNPUR PHN Purchase Office (TBD)	M SHL	8/10/2019 11:46	0.00 MYR	In Process
IT1005001	G00000064 G.E.T INDUSTRIAL CO., LTD	PHNPUR PHN Purchase Office (TBD)		16/10/2019 08:37	0.00 USD	Created
IT1005002	A00000001 AERO DIGITAL SDN BHD	PHNPUR PHN Purchase Office (TBD)		21/10/2019 16:20	100.00 MYR	Closed
IT1005003	K00000083 KEU TRANSWELD SDN BHD	PHNPUR PHN Purchase Office (TBD)		25/11/2019 17:55	6.50 MYR	Created
IT1005004	A00000001 AERO DIGITAL SDN BHD	PHNPUR PHN Purchase Office (TBD)		25/11/2019 18:06	0.00 MYR	Created
IT1005005	A00000257 ASIA KENDY CO., LTD	PHNPUR PHN Purchase Office (TBD)		12/1/2020 13:54	0.00 USD	In Process
IT1005006	A00000001 AERO DIGITAL SDN BHD	PHNPUR PHN Purchase Office (TBD)		15/1/2020 11:12	540.00 MYR	Modified

Now the Purchase Order has been closed successfully.