

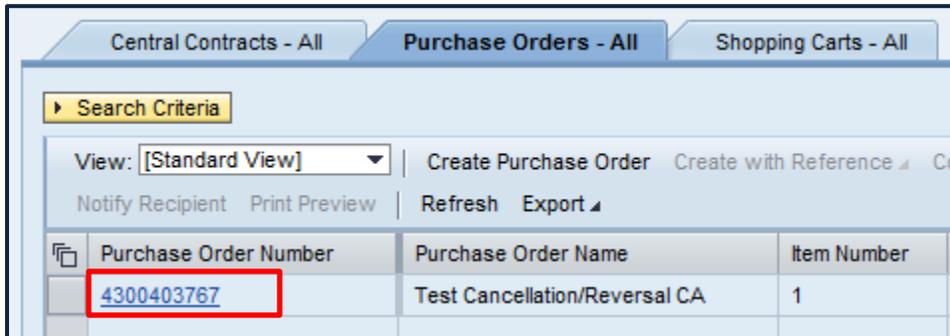
## Reversing a Cancelled Purchase Order

This procedure would be used if a purchaser accidentally selected the CANCEL button on a Purchase Order (PO) causing the PO not to be editable. Hence, not allowing Goods Receipts or Invoices to be Posted to it. To correct this, follow the instructions provided in this document.

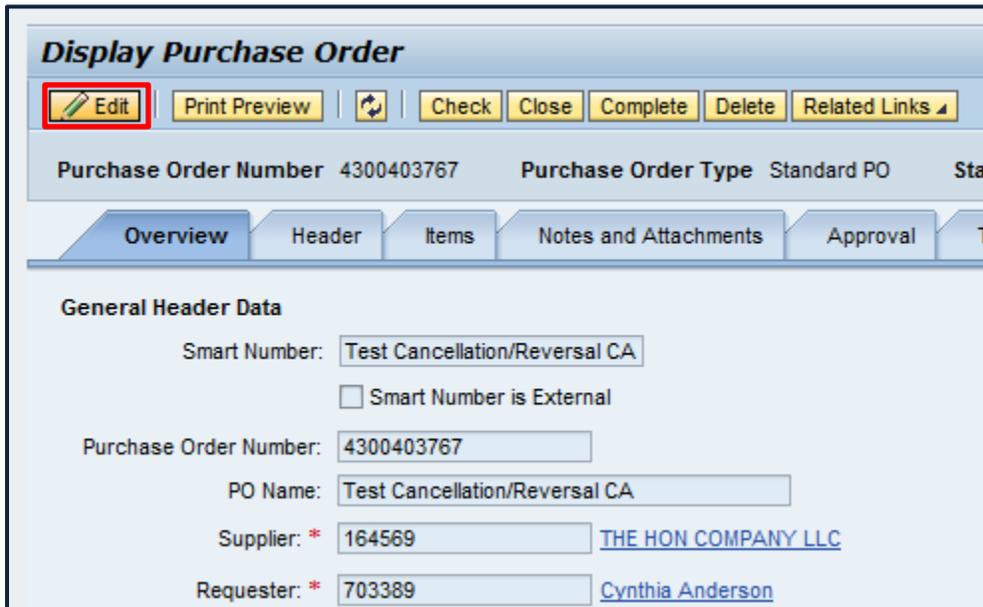
1. Locate your PO in the Personal Object Worklist (POWL)

The screenshot shows the SRM Purchasing interface. On the left is a navigation menu with options like 'My Settings', 'Reports', and 'Purchasing'. The main area is titled 'SRM > SRM > Purchasing' and contains a 'Search Criteria' form. The form includes fields for 'Number' (4300403767), 'Purchase Order Name', 'Item Description', 'Status', 'Timeframe', 'Creation Date', 'Purchasing Organization', 'Purchasing Group', 'Supplier', 'Requestor', 'Preferred Supplier', 'Goods Recipient', 'Product Category', 'Product ID', 'Supplier Product Number', 'Account Assignment Category', 'Account Assignment Value', 'Delivery Date', 'Company', 'Contract Number', 'Location', 'Requirement Number', and 'Smart Number'. There are also 'To' fields for 'Creation Date', 'Purchasing Group', and 'Delivery Date'. At the bottom left, the 'Apply' button is highlighted with a red box.

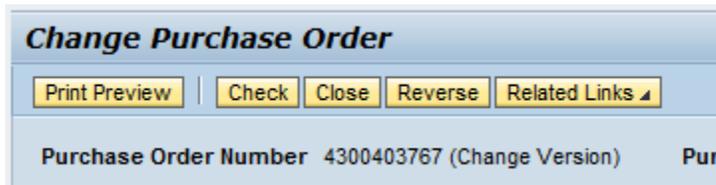
2. When the results display, select the PO number to display the document



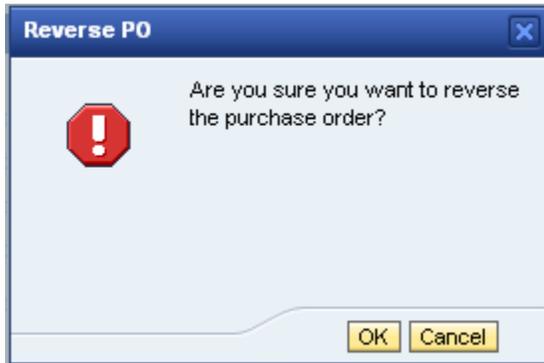
3. When the document displays, select the EDIT button



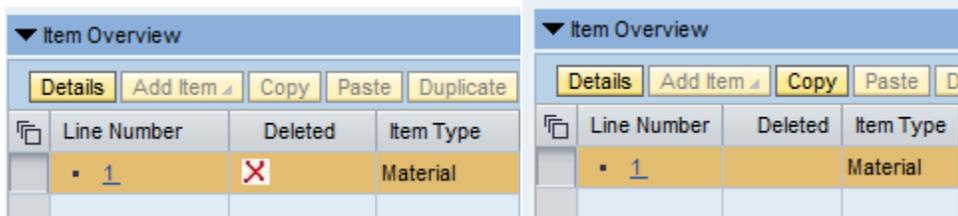
4. Select the REVERSE button to reverse the cancellation



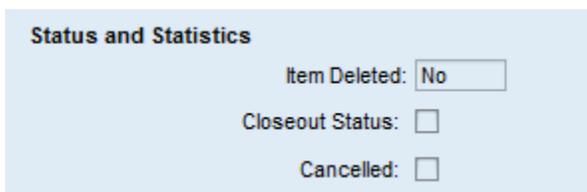
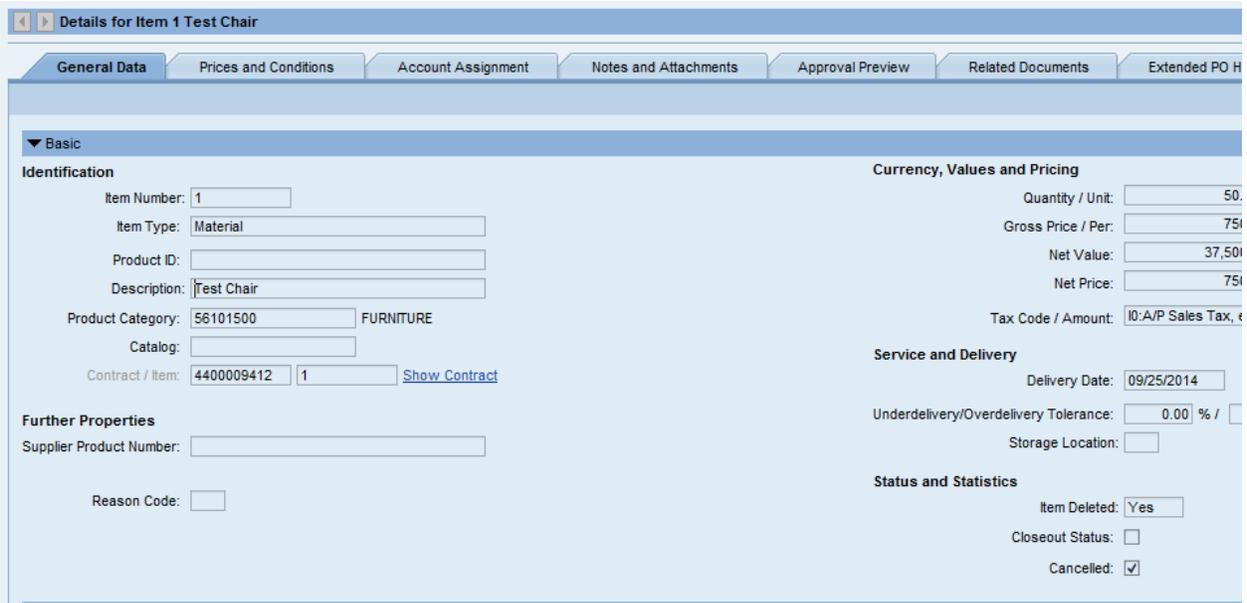
5. A message will display asking, "Are you sure you want to reverse the purchase order?"
  - a. Select the OK button (select cancel if you do not want to reverse)



6. You will notice the deletion mark will disappear from the line item



7. You will also notice that the checkmark will no longer be in the Cancelled box on the General Data sub-tab in the Item Details



8. Your document should now be back to normal and be able to be edited.
9. Be aware that your document may need to go through an approval process again due to funds having to be re-encumbered.
  - a. When the PO is cancelled, the funds are liquidated. Now the funds are being put back on the PO, so it will have to be approved again.