

Purchase Orders: Cancel vs. Close

There is a critical difference between Cancelling and Closing a PO Line/order:

Cancel means you're cancelling the order and don't expect to receive any inventory or pay an invoice

Close means you've received the inventory, and the order is complete

1. Cancel

- a. When no payments have been made against the PO
- b. Encumbrance is released
- c. Preliminary Assets are deleted (if the Preliminary Asset has been completed in FAMIS/FFX it will not be affected when the PO is cancelled)
- d. PO's that have been cancelled may be "un-cancelled" in AggieBuy
 - i. "Un-cancelling" a PO does not automatically restore the encumbrance in FAMIS
 - ii. "Finalizing the Revision" of an un-cancelled PO will re-encumber the PO in FAMIS
- e. The "Close PO" option still appears as an Available Action on Cancelled PO's but there is no functional reason to "Close" a PO after it has already been "Cancelled". Closing a Cancelled PO will, however, change the "A/P status" from "Open" to Closed" – see screen shot below.

2. Close

- a. When one or more payments have been made against the PO but the balance of the PO is no longer needed/wanted.
- b. Encumbrance is released
- c. Neither a Preliminary nor an Asset that has been completed in FAMIS/FFX will be affected when a PO is closed.
- d. PO's that have been closed may be "re-opened" in AggieBuy
 - i. Re-opening a PO does not automatically restore the encumbrance in FAMIS
 - ii. "Finalizing the Revision" of a re-opened PO will re-encumber the PO in FAMIS.
- e. The "Cancel PO" option no longer appears as an Available Action on Closed PO's.

PO/Reference No. **AB0400939 Revision 2 (Closed)** Available Actions Add Comment Go

Supplier **INTERNAL REVENUE SERVICE**

Status Purchase Order Revisions PO Approvals Shipments Receipts Invoices Comments (5) Attachments (1) History

General Information		Document Status	
PO/Reference No.	AB0400939	A/P status	Closed
Revision No.	2	Workflow	✓ Completed (10/15/2018 11:05 AM)
Supplier Name	INTERNAL REVENUE SERVICE more info...	Distribution	Email (HTML Attachment): aborders@tamu.edu The system distributed the purchase order using the method(s) indicated below the last time it was distributed: view
Purchase Order Date	10/15/2018	Distribution Date/Time	10/15/2018 11:05 AM
Total	0.00	Supplier	⚠ Cancelled view
Owner Business Unit	25-Texas A&M University - San Antonio (25)		
Owner Name	Patricia Harris		
Owner Phone	+1 210-784-2071		
Owner Email	PATRICIA.HARRIS@TAMUSA.EDU		
Requisition Number	108998870 view print		

Line Item Status										
Product Description	Catalog No	Size / Packaging	Unit Price	Quantity	Ext. Price	Supplier	Receiving	Invoicing	Matching	
1 Penalty Interest more info...	CP134B	EA	381.62	1 EA	381.62 USD	⚠ Cancelled	none	none	No	Matches