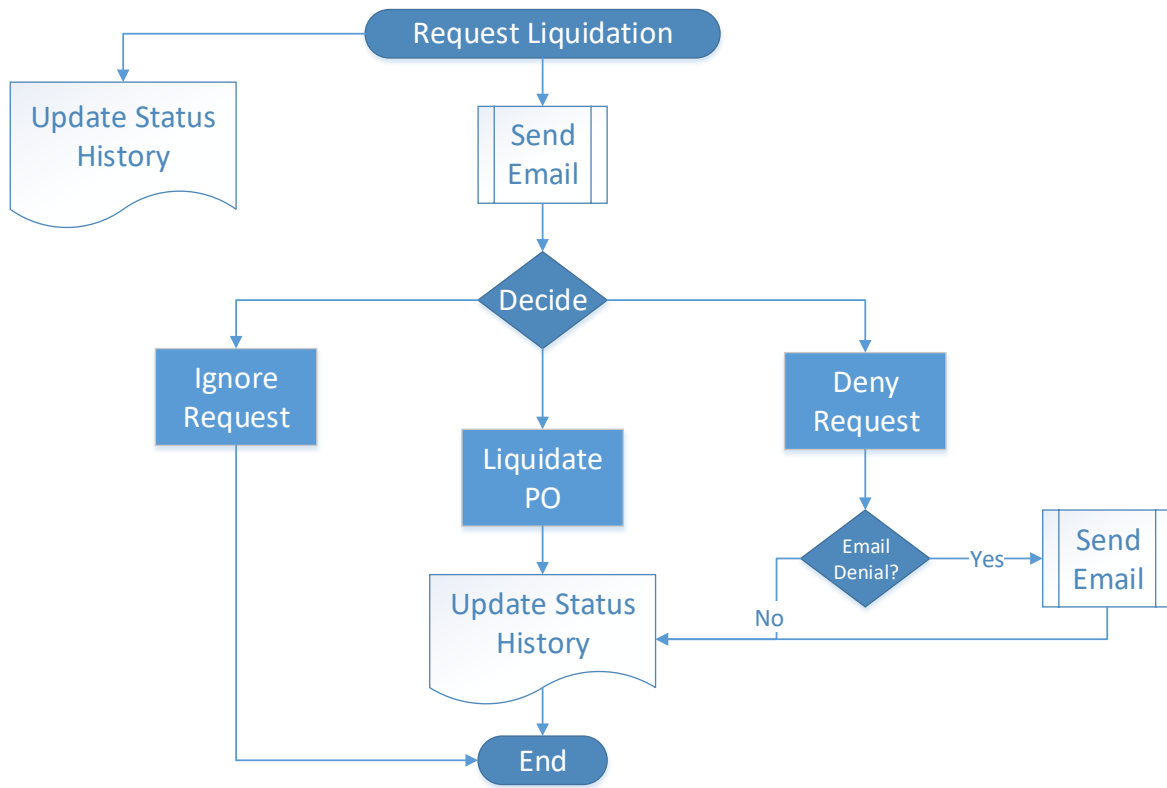




This document describes requesting the liquidation of an existing Purchase Order, as well as the options the purchasing manager or designated user has for acting on the request.

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1 REQUEST A PURCHASE ORDER CANCELLATION (LIQUIDATION)

Users request the “cancellation” or “liquidation” of open purchase orders via the [1 Select] button on the **View All Purchase Orders** screen. For the purposes of this document, the terms “cancel” and “liquidate” are equivalent and used interchangeably.

PO ▶ Queries ▶ View All Purchase Orders ▶ [1 Select]

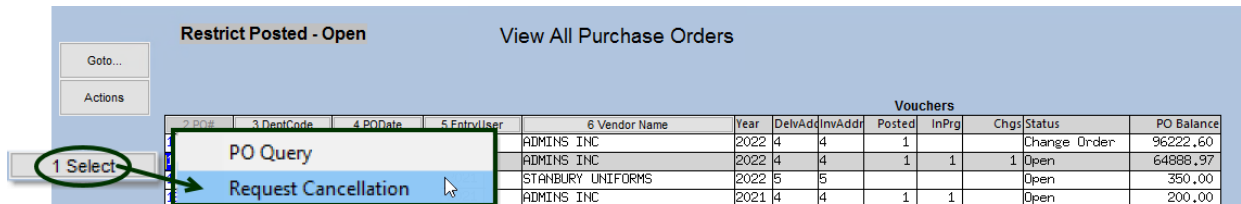


Figure 1 Select a PO and Request that it be “cancelled” (liquidated)

Only Purchase orders with a status of “Open” without any work in progress (vouchers, change orders) are eligible for cancellation.

Closed POs, In Progress POs (Entry Began – through All Approvals), and POs with pending vouchers or change orders are **not eligible** to request a cancellation. Clicking the [1 Select] button will instead display the selected Purchase Order in a “view only” screen.

1.1 Email Sent to POLIQUID Distribution List

When the Request Cancellation button is selected, an email message is sent to the **POLIQUID** email distribution list defined on each site. See Help Reference Library **SY-150 AUC Email Distribution Lists** for information on setting up email distribution lists.

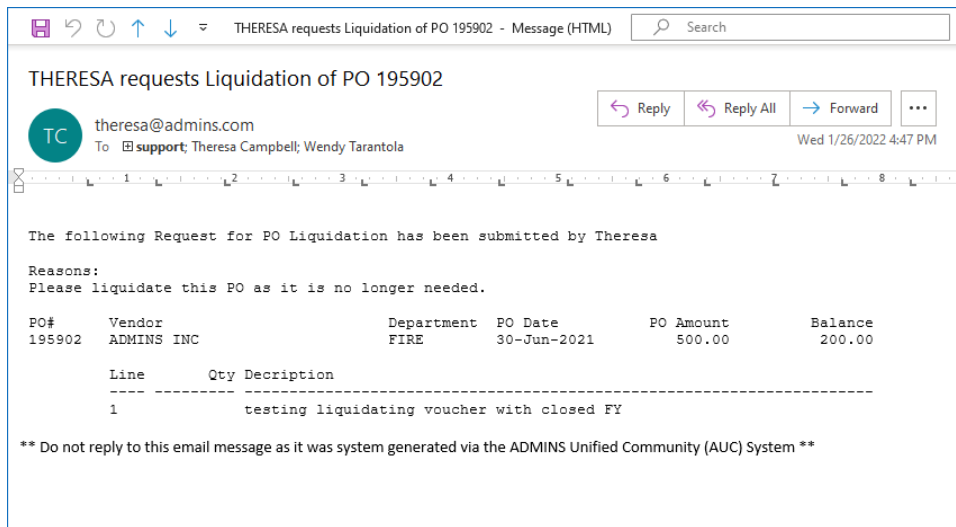


Figure 2 Sample email sent on requesting that a PO be cancelled

2 ACT ON PURCHASE ORDER CANCELLATION REQUESTS

The recipient(s) of the email can honor the request, ignore the request, or deny the request. To liquidate the PO as requested, follow the instructions in the Help Reference Library **PO-240 PO Liquidations**. To deny or ignore the cancellation requests, access this screen from the menu via:



PO ► Change Orders ► Deny Purchase Order Cancellation Requests

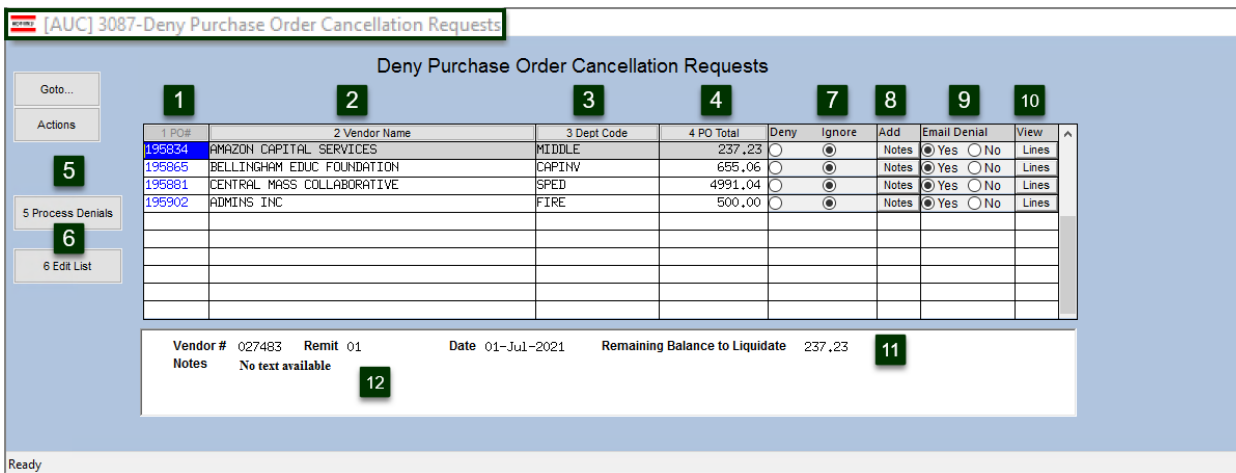


Figure 3 Screen #3087 Deny Purchase Order Cancellation Requests

- 1 [1 PO #] – The list is sorted by PO # on entering the screen
- Click the 2 [2 Vendor Name], 3 [3 Dept Code], or 4 [4 PO Total] button at the top of the column to sort cancellation requests by that column
- 5 [5 Process Denials]. This will add a record to the PO status history saying “cancellation request denied” (and send email to original requestor saying it was denied if the email denial was set to Yes – see #9). The PO will remain Open.
- 6 [6 Edit List] provides a detail report of the currently selected PO – to allow checking the PO before making a decision. Select a PO by clicking on the PO #.
- 7 Set the radiobutton to “ Deny” the liquidation cancellation request or “ Ignore” and leave the PO Open. This allows more than one user to make decisions regarding liquidation requests. Once denied, the cancellation request will no longer be listed in the screen.
- Click the 8 [Notes] button to open a text editor and enter notes to explain why the request was denied. This will be stored on the PO Status history and displayed at the bottom of the screen to be “seen at a glance”.
- 9 Select Yes in the **Email Denial** column, to send an email to the person requesting the PO cancellation to inform them that the request is denied. Notes entered on this screen will be included in the email. Select No to process the request without sending an email to the requestor.

The 10 [Lines] button will show all lines and accounts on the PO and remaining balances for each line.

Lin	Qty	Item Description	GLL Account	Acct Description	Amount	Remain Bal	Tot
1	2,000.00	Curtain Tracks 30" 2 1/2" x 2 1/2"	1 1000-301-0000-000-00-52085	SCHOOL PRIOR YEAR EX	157.30	157.30	157.30
2	2,000.00	Curtain Tracks 6" Straight Track	1 1000-301-0000-000-00-52085	SCHOOL PRIOR YEAR EX	177.30	177.30	177.30
3	2,000.00	Curtain Tracks 2" Straight	1 1000-301-0000-000-00-52085	SCHOOL PRIOR YEAR EX	59.20	59.20	59.20
4	2,000.00	Curtains 136" x 90" L BB 14105	1 1000-301-0000-000-00-52085	SCHOOL PRIOR YEAR EX	445.52	445.52	445.52

- 11 This is the remaining balance on the entire PO
- 12 Any notes entered via the [Notes] button on this screen for the PO will display here to be seen at a glance.



2.1 #3088 Edit List Run from the Deny Purchase Order Cancellation Request Screen

The edit list will show the detail for the selected purchase order, indicating if it has been selected for denial or ignored, and also if the requestor will or will not receive an email that the request was denied.

2.1.1 Ignored; No Action

The edit list will look like this if the PO is set to **Ignore**:

PO#	PO Date	Vendor	PO Attachments / Vendor Email	Ignored - No Denial will be processed
195881	08-Jul-2021	024389-02 CENTRAL MASS COLLABORATIVE 14 NEW BOND STREET WORCESTER, MA 01606-0000	** PO has 1 Attachments	Ignored - No Denial will be processed

Line	Qty	Item Description	Account# and Description	Encumbered	Retained	Relieved	Balance
1	16.0000	tuition for SL 5/24-6/15/21	1000-300-9400-522-09-00-52400 MA SPED COLLAB TUIT	4,991.04		935.82	4,055.22
*** PO Total ***				4,991.04		935.82	4,055.22

2.1.2 Denied; Requestor Emailed


If the PO was selected for **Deny**, and the user who requested the cancellation will be notified that it was denied, the edit list will look like this:

PO#	PO Date	Vendor	PO Attachments / Vendor Email	*** Selected for Denial *** Email user who requested cancellation
195902	30-Jun-2021	001833-01 ADMINS INC 219 LEWIS WHARF BOSTON, MA 02110-3927	** PO has 1 Attachments	*** Selected for Denial *** Email user who requested cancellation

Line	Qty	Item Description	Account# and Description	Encumbered	Retained	Relieved	Balance
1		testing liquidating voucher with closed FY	0100-430-0000-004-00-00-52700 TRASH REMOVAL	500.00		300.00	200.00
*** PO Total ***				500.00		300.00	200.00

The requestor will receive an email that looks like this:

Denied Purchase Order Cancellation Request

 anthea@admins.com
To: Anthea Dimond
Cc: Anthea Dimond

From: Anthea Dimond
Department: FIRE

The following Purchase Orders have been Denied Cancellation Request

PO#	Vendor	Department	PO Date	PO Amount	PO Balance
195854	EI US, LLC.	SPED	01-Jul-2021	234.00	234.00

Denied Cancellation Request Notes : 18-Jan-2022 13:17:36.01 By ANTHEA
part of a contract with this vendor and must be paid

**** Do not reply to this email message as it was system generated via the ADMINS Unified Community (AUC) System ****

Figure 4 Sample email to requester informing them that the cancellation was denied



2.1.3 Denied; No Email to Requestor

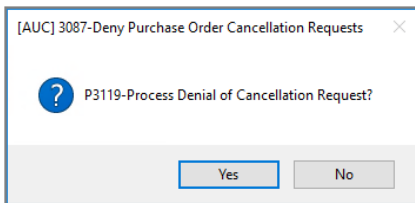
If a PO was set to **Deny** the cancellation request, but the user who requested the cancellation will NOT be notified that the request was denied, the edit list will look like this:

PO#	PO Date	Vendor	PO Attachments / Vendor Email				
195865	01-Jul-2021	027438-01 BELLINGHAM EDUC FOUNDATION PO BOX 546 BELLINGHAM, MA 02019-0000	** PO has 3 Attachments	*** Selected for Denial *** Requestor will not be notified by email			
Line	Qty	Item Description	Account# and Description	Encumbered	Retained	Relieved	Balance
1	10.0000	Return of Unused funds from last grant cycle	6810-000-0000-400-00-00-54160 BEF FUNDS TO BE SPENT	655.06			655.06
				*** PO Total ***	655.06		655.06

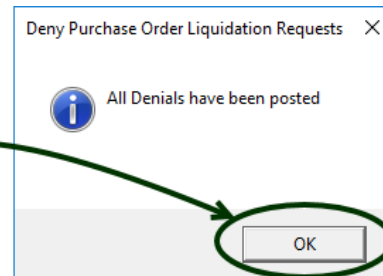
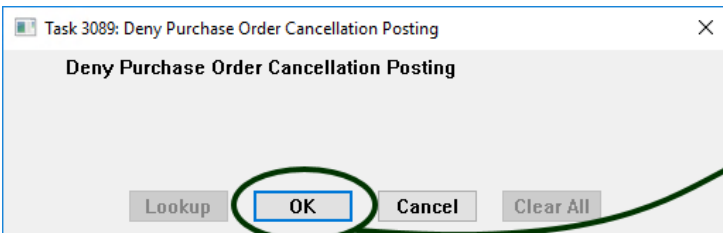
Delivery Notes: Internal Notes:
 PO rolled over on 12-Jul-2021 by THERESA Date changed from 10-Jun-2021 to 01-Jul-2021 FY changed from 2021 to 2022 Account was changed from 6810-000-0000-400-00-00-54160 to 6810-000-0000-400-00-00-54160 At rollover PO amount = 655.06 Used Rollover Method A

2.2 [5 Process Denials]

If one or more records is set to **Deny** when the [5 Process Denials] button is clicked, then this message will be displayed; click **[Yes]** or **[No]**:



[No] – cancel and do nothing with the denial
[Yes] – to continue and deny those cancellation requests – if selecting **[Yes]**, the system will display a confirmation notice to post the denial; click **[OK]**; then click on **[OK]** on the pop up indicating that the posting is complete.

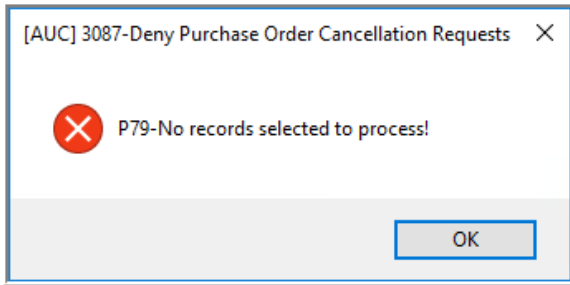


When the process has finished the system will pop up this message; click on **[OK]**.

If the email denial is set to **Yes** then the person requesting the cancellation and the person running the process will receive an email ([as long as the requestor is setup for email](#)) that would look like the sample shown in Figure 4 above and the [Status History on the PO will be updated with a denial record](#).



2.2.1 Process Denials When All POs are set to Ignore



If the Process Denials button is clicked, and no records are set to “ Deny” (all records are set to “(Ignore”), the user will see this message:

3 EFFECT ON THE PO STATUS HISTORY SCREEN

PO ▶ Queries ▶ View All Purchase Orders ▶ [Select] ▶ PO Query ▶ [5 Status History]

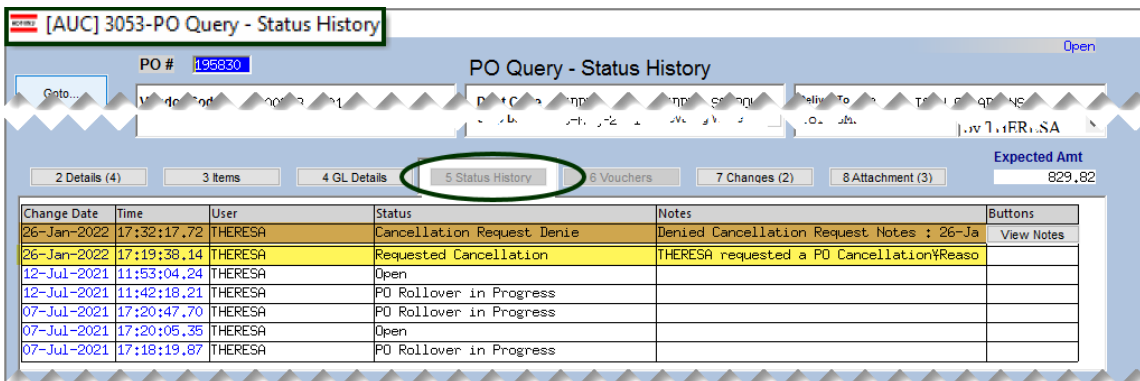


Figure 5 The status history tab of the PO Query screen

3.1 Cancellation Request on the PO Status History screen

When a PO is requested to be cancelled, the system adds a record to the status history with the reason the PO is being requested for liquidation. (yellow highlight in Figure 5 above).

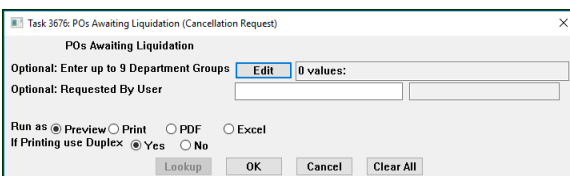
3.2 Cancellation Denial on the PO Status History screen

If a cancellation request is denied, a new record will be added to status history showing it was denied. (orange highlight in Figure 5 above).

4 REPORTS OF PENDING LIQUIDATION REQUESTS

There are two reports on Pending Liquidation requests in the PO Help Reference Library.

PO ▶ Reports ▶ Report Library ▶ [3 By Purchase Order] ▶ ----- Open POs-----





Report Name	View	Report	Last Run Date	Run Time
PO's In Progress -----	Sample			
3650-In Progress POs - Summary	Sample	Run		
3641-In Progress POs - w/ GL Budget Detail	Sample	Run		
3640-In Progress POs - by Status/Approval Code	Sample	Run	08-Jan-2019	16:16:47,36
Open POs -----	Sample			
3610-Open POs - Summary	Sample	Run	13-Aug-2021	17:03:46,30
3611-Open POs - Line Detail	Sample	Run	17-Aug-2020	13:52:22,48
3612-Open POs - GL Line Detail	Sample	Run	03-Jun-2021	15:17:26,78
3614-Open POs with Vendors on Hold	Sample	Run		
3070-Open POs as of a Date	Sample	Run	03-Jun-2021	09:03:15,54
3624-PO Balances by GL#	Sample	Run	02-Jun-2021	16:11:07,93
3630-Open Purchase Orders against this Account	Sample	Run	13-Aug-2021	17:13:02,23
3676-POs Awaiting Liquidation (Cancellation Request)			2022	14:13:42,84
3677-POs Denied Liquidation request			2022	14:14:29,85
3672-Open POs with Expired Bids	Sample	Run		
3674-Open POs with Expired Contracts	Sample	Run		
Posted POs -----	Sample			
3622-Posted POs - Summary	Sample	Run		

Figure 6 Reports of Liquidation/Cancellation Requests

4.1 #3676 POs Awaiting Liquidation (Cancellation Request) report

This lists any posted, open PO for which a cancellation is requested. This *excludes* any posted PO that had a liquidation request denied (as shown in orange on Figure 5 above). The report may be filtered by up to nine Department Groups and/or by the user requesting the cancellation. Leaving the optional filter fields blank will list all POs for which a cancellation is requested.

PO#	Dept Group	PO Date	Vendor	Requested On By
195830	MIDDLE	01-Jul-2021	000288 SCHOOL HEALTH CORPORATION	26-Jan-2022 THERESA
195881	SPED	08-Jul-2021	024389 CENTRAL MASS COLLABORATIVE	14-Jan-2022 ANTHEA
195902	FIRE	30-Jun-2021	001833 ADMINS INC	26-Jan-2022 THERESA

*** # Liquidation Requests: 3

Figure 7 #3676 POs Awaiting Liquidation (Cancellation Request) report

4.2 #3677 PO Denied Liquidation Request Report

Task 3677: POs Denied Liquidation request

POs Denied Liquidation Request

Optional: Enter up to 9 Department Groups Edit 0 values:

Optional: Requested By User

Run as Preview Print PDF Excel

If Printing use Duplex: Yes No

This report will list any posted PO that is not closed that has been denied liquidation. The report can be filtered by up to nine Department Groups and/or on the user requesting the cancellation.



TedRE - PO_Request_Cancel_Denied_3677_THERESA[2].lis

File Edit Format Options

Courier New 9 B I U

3677-POREQCANDEN.REP Printed 27-Jan-2022 at 14:14:47 by THERESA Page 1
City of ADMINS
POs Denied Liquidation request

PO#	Dept Group	PO Date	Vendor	Denied On	By
195825	HIGHSCHOOL	27-May-2021	027483 AMAZON CAPITAL SERVICES	13-Jan-2022	ANTHEA
195830	MIDDLE	01-Jul-2021	000288 SCHOOL HEALTH CORPORATION	26-Jan-2022	THERESA
195832	MIDDLE	01-Jul-2021	027483 AMAZON CAPITAL SERVICES	18-Jan-2022	ANTHEA
195834	MIDDLE	01-Jul-2021	027483 AMAZON CAPITAL SERVICES	27-Jan-2022	THERESA
195854	SPED	01-Jul-2021	026858 EI US, LLC.	18-Jan-2022	ANTHEA
195880	HIGHSCHOOL	08-Jul-2021	020911 GEORGE HADDAD	18-Jan-2022	ANTHEA

*** # Liquidation Denied: 6

Selection Legend:

Figure 8 #3677 POs Denied Liquidation Request report