

# Supplier Relationship Management (SRM) 7.2

## Delete a Purchase Order at the Header with an Asset Shell

### Business Process Procedure

**Purpose:** Use this procedure to delete a purchase order (PO) that meets strict and specific Header and Line Item criteria. The user must conduct thorough research of the PO in SRM. The PO cannot contain any “Back-End Document Number” in SRM. “Back-End Document Number” in SRM would be “Confirmation(s)” (Goods Receipt(s)), Invoice Receipt(s)....

This research can be done by reviewing the “Tracking” tab, Details for Item and “Related Documents” tab of the Purchase Order. The following PO has two “Confirmations” (Goods Receipts) documents. This PO would not be a good candidate for this business process because all of the “Back-End Document Number(s)” would have to be reversed in order to delete this PO at the Header.

Document	Name	Document Number	Back-End Document Number	Status	Date	Value	Currency
Shopping Cart	SABRE RED 01/31/2014 14:08	2000091591		Approved	01/31/2014	37,816.00 USD	
RFX	SABRE RED	5400007363		Published	02/19/2014	N/A	N/A
RFX Response		5500032977		Accepted	04/08/2014	37,964.00 USD	
Purchase Order	SABRE RED	460032827	460032827	Ordered	04/08/2014	37,964.00 USD	
Confirmation		20145000692940			04/23/2014	0.00 USD	
Confirmation		20145000692941			04/23/2014	0.00 USD	

The following PO would be a good candidate for this process because it does not contain any “Back-End Document Number” such as Confirmation(s) (Goods Receipt(s)), Invoice Receipt(s) in SRM.

Document	Name	Document Number	Back-End Document Number	Status	Date	Value	Currency
External Requirement	RFC_ECC 04/09/2014 09:29	2000724535	19931116	Approved	04/09/2014	562.80 USD	
Purchase Order	COMMISSARY - SMITH RUBBER	4500049904	4500049904	Ordered	04/09/2014	990.40 USD	

**Trigger:** This procedure is to be used only when a Buyer has a PO that does not have any Back-End Document Numbers in SRM such as “Confirmations” (Goods Receipts), or Invoice Receipt(s). Reasons for deletion may be, but not limited to, the following:

- The wrong Transaction Type was selected when the PO was originally created
- The wrong vendor was selected when the PO was originally created
- The requestor no longer needs the material/service

Document	Name	Document Number	Back-End Document Number	Status	Date	Value	Currency
Shopping Cart	Delete PO at the Header with Asset	2009747111		Approved	05/20/2014	1,800.00 USD	
Purchase Order	Delete PO at the Header with Asset	4600333087	4600333087	Ordered	05/20/2014	1,800.00 USD	

**Process Considerations:**

Depending on PO specific criteria, the “Delete” button may be found in “Display Purchase Order” or “Change Purchase Order (Edit).”

When a POs Line Item(s) is deleted at the Header Level or at the Line Item Level, the PO’s associated Shopping Cart will return to Perform Sourcing. Capture the Shopping Cart number prior to deleting a PO at the Header.

Prior to deleting a PO, research to determine if this PO was created using an Asset Shell will need to be completed. If an Asset Shell was used to create a PO the Asset Shell will need to be removed prior to deleting the PO. For this example an Asset Shell will need to be removed prior to deleting at PO at the Header.

Have a substitute account assignment (Cost Center, Fund Center, Functional Area, Fund, GL Account/Commitment Item) available to replace the Asset Shell. You can use the cost center information associated with the Asset Shell or any valid cost center.



- Click the “**Account Assignment**” tab. Then highlight the Account Assignment line and click the “**Delete**” button to remove the “**Account Assignment Category**” of “Asset” and asset shell number in the “**Assign Number**” field.

## Example 2

The screenshot displays the SAP NetWeaver Portal interface for changing a purchase order. The main window is titled "Change Purchase Order" and shows various tabs and data fields. The "Account Assignment" tab is selected, and the "Cost Distribution" table is visible. A row in the table is highlighted in red, and the "Delete" button is also highlighted in red.

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Currency	Per	Net Price	Option Type	Order Type	Condition	Option Status	Delivery Date	Account Assignment Type	Account Assignment Number
1		Material			Heaters, Electric (Panel or Wall Type) #	03158	1	EA	USD	1	1,800.00					05/20/2014	Asset	19000014535

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account	General Ledger Description	Business Area	Unfunded Accounting Line
1000		100.00	Asset	19000014535	Test SRM FCG - P530	180125000	OTHER EQUIPMENT_MA	P530	

**Example 2A** indicates that the “**Account Assignment Category**” of “Asset” and the asset shell number in the “**Assign Number**” field have been removed.

The screenshot displays the SAP NetWeaver Portal interface for changing a purchase order. The main window title is "Change Purchase Order". The interface includes a navigation bar with tabs for Overview, Header, Items, Notes and Attachments, Approval, and Tracking. The "Items" tab is selected, showing a table of purchase order items. The table has columns for Line Number, Deleted, Item Type, Item Number, Product ID, Description, Product Category, Quantity, Unit, Currency, Par, Net Price, Option Type, Order Type, Condition, Option Status, Delivery Date, Account Assignment Type, and Account Assignment Number. The first item is highlighted, showing a description of "Heaters, Electric (Panel or Wall Type)".

Below the item overview, the "Details for Item 1 Heaters, Electric (Panel or Wall Type)" are displayed. The "Account Assignment" tab is active, showing a table with columns for Number, Accounting Line Number, Percentage, Account Assignment Category, Assign Number, Account Assignment Description, General Ledger Account, General Ledger Description, Business Area, and Unfunded Accounting Line. The "Account Assignment Category" and "Assign Number" fields are highlighted with a red box, indicating they have been removed.

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account	General Ledger Description	Business Area	Unfunded Accounting Line
0000		0.00							

The clipboard content shows the following data:

Percentage	Account Assignment Description	Account Assignment	General Ledger Account
50.00	PERA ADMIN	F505A00000	5020050000

- Click **"Add Line"** button and enter your account assignment information without the Asset Shell as shown in Example 3. The Account Assignment Category will change to Cost Center. At this point you can enter the cost center information associated with the Asset Shell without actually using the Asset Shell itself. You will not be able to use the General Ledger Account that was associated with your Asset Shell. You will need to use the search criteria button to populate the General Ledger Account that is associated with the good/service.

### Example 3

The screenshot displays the SAP NetWeaver Portal interface for changing a purchase order. The main window is titled "Change Purchase Order" and shows the following details:

- Purchase Order Number:** 460033087 (Change Version)
- Purchase Order Type:** SCES Standard PO
- Status:** In Process
- Document Date:** 05/20/2014
- Total Value (Gross):** 1,944.00 USD
- Smart Number:** Supplier: HD SUPPLY FACTORIES MAINTENANCE

The "Item Overview" table shows one item:

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Currency	Per	Net Price	Option Type	Order Type	Condition	Option Status	Delivery Date	Account Assignment Type	Account Assignment Number
1		Material			Heaters, Electric (Panel or Wall Type) s	63158	1	EA	USD	1	1,800.00					05/20/2014	Cost Center	

The "Details for Item 1 Heaters, Electric (Panel or Wall Type) s" section is expanded, showing the "Account Assignment" tab. The "Cost Distribution" table is visible:

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account	General Ledger Description	Business Area	Unfunded Accounting Line
		100.00	Cost Center			ENTER G/L			

The "Clipboard" section shows the following data:

Percentage	Account Assignment Description	Account Assignment	General Ledger Account
50.00	PETA ADMIN	F505A00000	5020030000

**Example 3A** shows fields to be entered for the account assignment.

The screenshot displays the SAP NetWeaver Portal interface for a purchase order. The main window is titled "Change Purchase Order" and shows the following details:

- Purchase Order Number:** 4800333087 (Change Version)
- Purchase Order Type:** SCEES Standard PO
- Status:** In Process
- Document Date:** 05/29/2014
- Total Value (Gross):** 1,944.00 USD
- Smart Number:** Supplier: RD SUPPLY FACILITIES MAINTENANCE

The "Details for Item 1 Heaters, Electric (Panel or Wall Type) a" window is open, showing the "Account Assignment" tab. A table lists the account assignment details:

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account	General Ledger Description	Business Area	Unfunded Accounting Line
		100.00	Cost Center	F030JB0040	OQS-FM Horticulture	5030010000	OFFICE SUPPLIES	F030	

The "Details for Item 0001 : Cost Center" window is also open, showing the following fields:

- Account Assignment Category:** Cost Center
- Percentage:** 100.00
- Fund:** 10670000 GENERAL SERVICES
- Cost Center:** F030JB0040 OQS-FM Horticulture
- Commitment Item:** 5030010000 OFFICE SUPPLIES
- Fund Center:** F030JB0040 GENERAL SERVICES
- Unfunded Accounting Line:**
- Order:**
- Grant:** NOT RELEVANT
- Functional Area:** F030\_000 F030 Facilities Managemen
- Controlling Area:** SC01
- General Ledger Account:** 5030010000
- Business Area:** F030

- Click the **“Check”** button. If not hard stop errors, click **“Order”** button. The status will change to **Awaiting Approval**. Click the Refresh icon until your document is in **“Ordered”** status.

### Example 4

The screenshot displays the SAP NetWeaver Portal interface for a Purchase Order. The browser title is "Display Purchase Order - SAP NetWeaver Portal - Windows Internet Explorer". The URL is a long SAP system path. The main heading is "Display Purchase Order".

At the top, there are several buttons: "Edit", "Print Preview", "Check", "Close", "Copy", "Export", "Delete", and "Related Links". Below these, the following information is displayed:

- Purchase Order Number: 4800333087
- Purchase Order Type: SICR8 Standard PO
- Status: **Ordered** (highlighted with a red box)
- Document Date: 05/20/2014
- Total Value (Gross): 1,944.00 USD
- Smart Number
- Supplier: [SU SUPPLY FACILITIES MAINTENANCE](#)

Below this information are tabs for "Overview", "Header", "Items", "Notes and Attachments", "Approval", and "Tracking". The "Items" tab is active, showing a table with the following data:

Item Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Currency	Per	Net Price	Option Type	Order Type	Total Value	Condition	Option Status	Delivery Date	Account Assignment Type	Account Assignment Num
1		Material			Heaters, Electric (Panel or Wall Type)	03158	1	EA	USD	1	1,800.00			1,800.00			05/20/2014	Cost Center	F030/80040

At the bottom right of the table, there is a summary:

Total Value (Net)	1,800.00
Total Tax	144.00
Total Value (Gross)	1,944.00

- Click the **“Delete”** button at the top of the screen as shown below. **Do not place the PO in “Edit”** (Change Purchase Order) as the Delete button will not be displayed for selection.

### Example 5

The screenshot displays the SAP NetWeaver Portal interface for displaying a purchase order. The browser title is "Display Purchase Order - SAP NetWeaver Portal - Windows Internet Explorer". The URL is a long SAP portal path. The main heading is "Display Purchase Order".

At the top, there is a toolbar with buttons: Edit, Print Preview, Check, Close, Copy, Export, **Delete** (highlighted with a red box), and Related Links. Below the toolbar, the purchase order details are shown:

- Purchase Order Number: 4800333087
- Purchase Order Type: SCSIS Standard PO
- Status: Ordered
- Document Date: 05/20/2014
- Total Value (Gross): 1,944.00 USD
- Smart Number: [empty]
- Supplier: HD SUPPLY FACILITIES MAINTENANCE

Below these details are tabs for Overview, Header, Items, Notes and Attachments, Approval, and Tracking. The "General Header Data" section includes fields for Smart Number, Purchase Order Number, Supplier, Requester, Recipient, Location, and Ship-To Address. The "Item Overview" section shows a table with one line item:

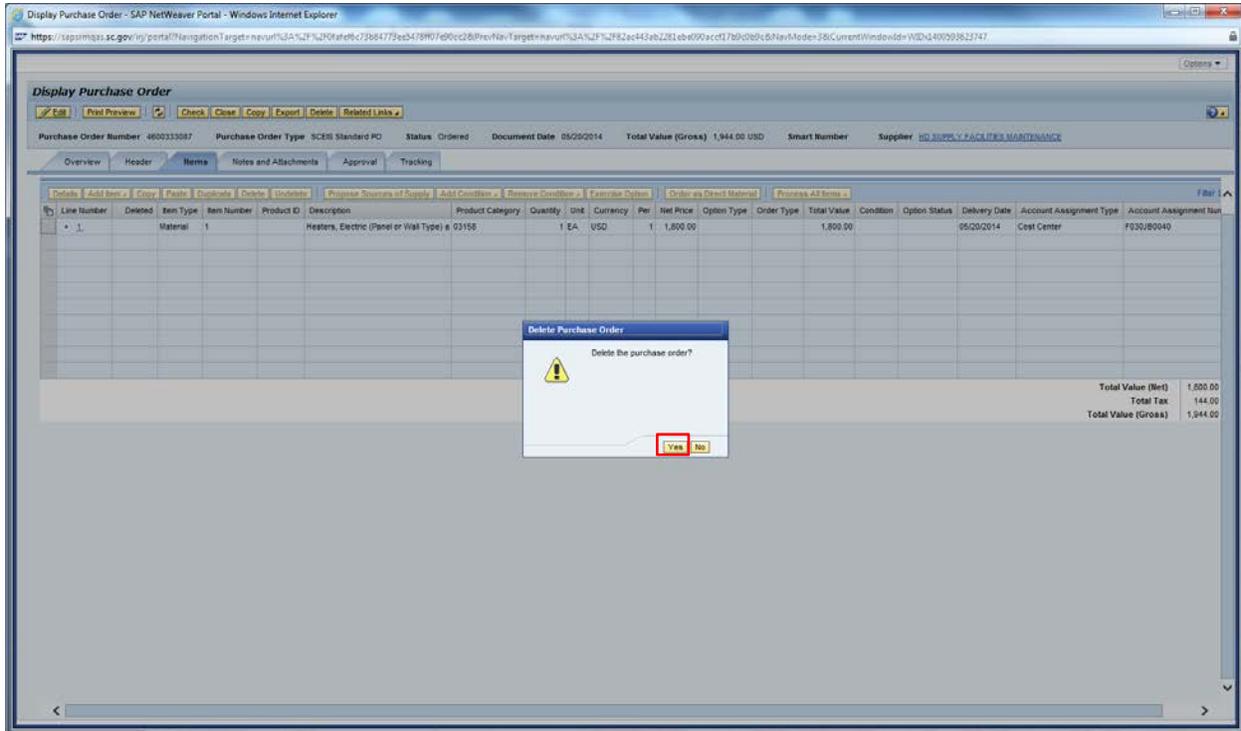
Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Currency	Per	Net Price	Option Type	Order Type	Condition	Option Status	Delivery Date	Account Assignment Type	Account Assignment Number
1		Material			Heaters, Electric (Panel or Wall Type) # 03158		1	EA	USD	1	1,800.00					05/20/2014	Asset	190000014536

At the bottom right, a summary table shows:

Total Value (Net)	1,800.00	USD
Total Tax	144.00	USD
Total Value (Gross)	1,944.00	USD

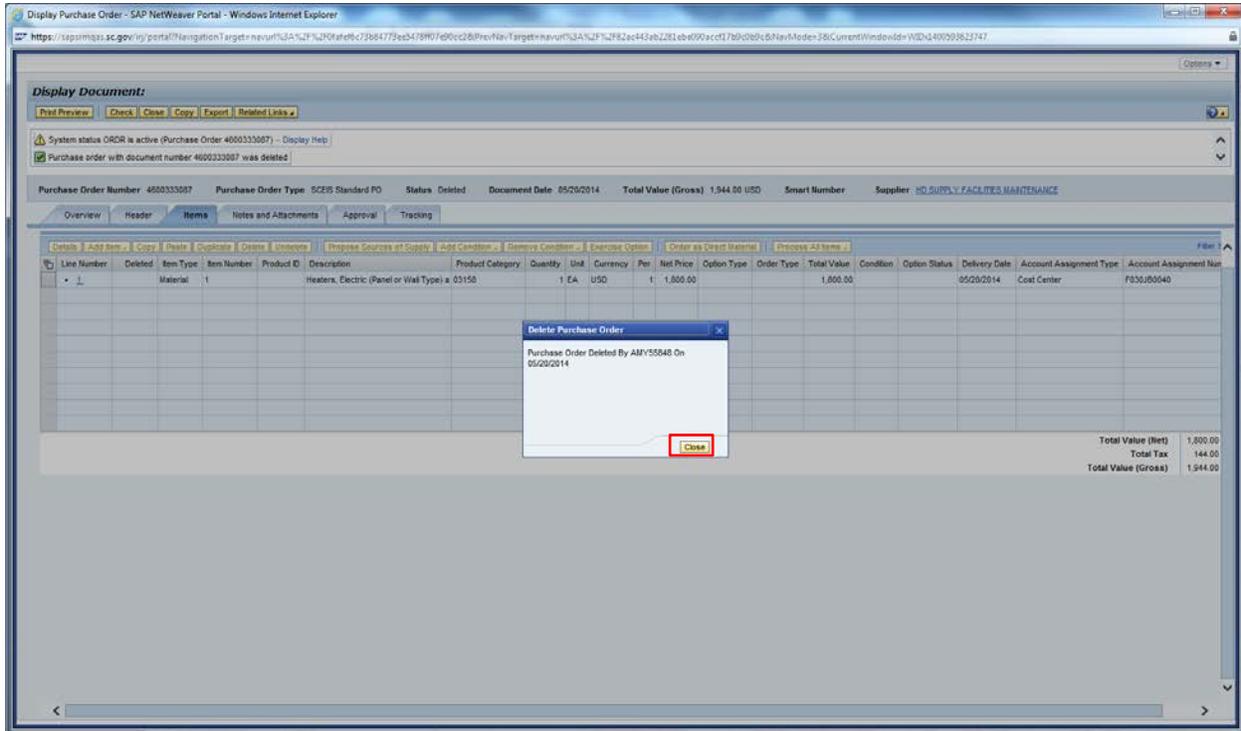
6. As shown in Example 6, the screen will display a pop-up message asking, “Delete the purchase order?” Click the “Yes” button.

### Example 6



7. The screen then display a pop-up message indicating that the purchase order was deleted as shown in Example 7. Click the “Close” button.

### Example 7



- Refresh the PO. The status will show **“Deleted”** as indicated in Example 8. Notice the Status of the PO equals **“Deleted.”** With this procedure the line items **do not** receive a red X in the **“Deleted”** column of the **“Item Overview.”**

### Example 8

The screenshot displays the SAP NetWeaver Portal interface for a Purchase Order. The top navigation bar includes buttons for 'Print Preview', 'Check', 'Close', 'Copy', and 'Export'. The main header shows the Purchase Order Number (480033087), Type (SICSB Standard PO), and Status (Deleted, highlighted in red). Other details include Document Date (05/09/2014), Total Value (Gross) (1,944.00 USD), and Supplier (HD SUPPLY FACILITIES MAINTENANCE).

The 'General Header Data' section contains fields for Smart Number, Purchase Order Number, Supplier, Requester, Recipient, Location, Ship-To Address, Purchasing Organization, and Purchasing Group. The 'Item Overview' table below shows a single line item with a yellow box around the 'Deleted' column.

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Currency	Per	Net Price	Option Type	Order Type	Condition	Option Status	Delivery Date	Account Assignment Type	Account Assignment Number
1		Material		03158	Heaters, Electric (Panel or Wall Type) #		1	EA	USD	1,800.00						05/09/2014	Cost Center	F03J00040

Summary values at the bottom right:

Total Value (Net)	1,800.00	USD
Total Tax	144.00	USD
Total Value (Gross)	1,944.00	USD

**Note:** The entire PO will be deleted and the shopping cart associated with the PO will return to Perform Sourcing in order to be resourced or rejected.

- The wrong Transaction Type was selected - Resourced
- The wrong vendor was selected - Resourced
- The requestor no longer needs the item - Reject

### To verify that the Shopping Cart is available for sourcing:

1. Go to the **“Purchasing”** folder.
2. Click **“Purchasing”** in the Navigation Pane.
3. Click **“Perform Sourcing”** under **“Central Function.”**
4. Enter the shopping cart number in the **“Number of Requisition”** field.
5. Click the **“Search”** button. The shopping cart number will display in the **“Requisition/Item Number”** column of the search results.

**To verify in ECC that the purchase order was deleted and the funds unencumbered, follow the steps below:**

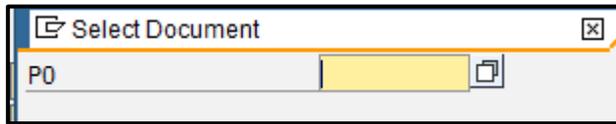
1. Click the “ME23N” Folder.



2. Click the “Other Purchase Order” button.



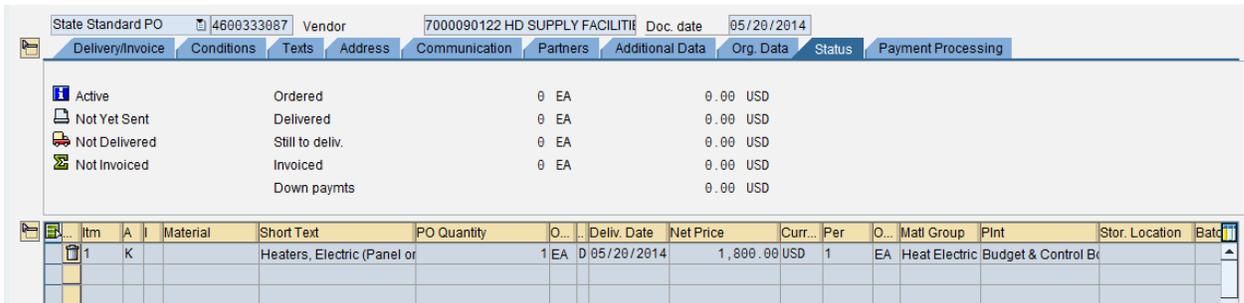
3. In the “PO” text box, enter the PO Number.



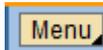
4. Press “Enter” on your keyboard. The Header Status will show 0.00 for all items.

Active	Ordered	0 FT	0.00 USD
Not Yet Sent	Delivered	0 FT	0.00 USD
Not Delivered	Still to deliv.	0 FT	0.00 USD
Not Invoiced	Invoiced	0 FT	0.00 USD
	Down paymts		0.00 USD

5. A trash can  will display on the line item(s).



**Note:** The user will need to have the FM Display role in order to verify that the funds have been unencumbered using the following process.

1. Click the “Menu”  button, and from the drop-down list select “Environment.”

2. Then select “AC Commitment Documents.”



