

## Supplier Relationship Management (SRM) 7.2

### Delete a Purchase Order at the Line Item with an Asset Shell

#### Business Process Procedure

**Purpose:** Use this procedure to delete a line item(s) with an asset(s) of a multi-line purchase order (PO).

Research must be done to determine if the PO has any activity against the line item that you require to be deleted. This research can be done by viewing the “Details” of the line item(s) you require to be deleted and viewing the “Related Documents” tab.

**Trigger:** This procedure is to be used only when a Buyer has a multi-line item PO that does not have any follow-on activity and does not need to delete the entire PO. Reasons for deletion may be, but not limited to, the following:

- The requestor no longer needs an item on the PO
- The item can be procured by another vendor at a better value
- The current vendor can no longer provide the item

#### **Process Considerations:**

When a PO's 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.

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 line item.

**Special Note:** This procedure is not recommended for use in deleting all the line items on the PO. To delete all line items of the PO, follow instructions on “Delete a Purchase Order at the Header.”

## Delete Purchase Order at Line Item Level

1. To delete a line item(s), click the “**Edit**” button of the required PO as shown in Example 1.

### Example 1

The screenshot displays the SAP NetWeaver Portal interface for a Purchase Order. The 'Edit' button in the top navigation bar is highlighted with a red box. The PO details are as follows:

Field	Value
Purchase Order Number	4600333088
Purchase Order Type	SCFS Standard PO
Status	Ordered
Document Date	05/20/2014
Total Value (Gross)	3,888.00 USD
Smart Number	
Supplier	HEUBERRY SUPPLY AND EQUIPMENT INC

Line Number	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) x	03136	1	EA	USD	1	3,800.00					05/20/2014	Asset	190000014536
2	Material			Heaters, Electric (Panel or Wall Type) x	03136	1	EA	USD	1	1,000.00					05/20/2014	Asset	190000014536

**Total Value (Net):** 3,800.00 USD  
**Total Tax:** 208.00 USD  
**Total Value (Gross):** 3,888.00 USD

- As shown in Example 2, the PO mode is **“Change Purchase Order.”** Click the **“Details”** button. Click the **“Account Assignment”** tab. For this example, we are going to delete Line Item 1 with an associated Asset Shell.

## Example 2

The screenshot displays the SAP NetWeaver Portal interface for 'Change Purchase Order'. The top navigation bar includes buttons for 'Order', 'Save', 'Print Preview', 'Check', 'Close', 'Export', 'Import', 'Cancel', 'Back', and 'Related Links'. Below this, the purchase order details are shown: Purchase Order Number 4800333088, Purchase Order Type SCEIS Standard PO, Status In Process, Document Date 05/20/2014, Total Value (Gross) 3,888.00 USD, Smart Number, and Supplier NEVBERY SUPPLY AND EQUIPMENT INC.

The 'Item Overview' section contains a table with the following data:

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	1		Heaters, Electric (Panel or Wall Type) a	03158	1	EA	USD	1	1,800.00					05/20/2014	Asset	190000014536
2		Material	2		Heaters, Electric (Panel or Wall Type) a	03158	1	EA	USD	1	1,800.00					05/20/2014	Asset	190000014536

Summary values at the bottom right of the table:

- Total Value (Net): 3,600.00 USD
- Total Tax: 288.00 USD
- Total Value (Gross): 3,888.00 USD

The 'Details for Item 1 Heaters, Electric (Panel or Wall Type) a' section is expanded, showing the 'Account Assignment' tab. The 'Basic' tab is active, displaying fields for Identification (Item Number: 1, Item Type: Material, Product ID: 03158, Description: Heaters, Electric (Panel or Wall Type) a), Currency, Values and Pricing (Quantity/Unit: 1 EA, Gross Price/Per: 1,800.00 USD, Net Value: 1,800.00 USD, Net Price: 1,800.00 USD, Guaranteed Purch. Value: 0.00), Further Properties (Supplier Product Number, Manufacturer Part Number, External Manufacturer), and Service and Delivery (Delivery Date: 05/20/2014, Tolerance Group: 0.00 % / 0.00 % / Unlimited).

- To remove the “**Account Assignment Category**” of “Asset” and asset shell number in the “**Assign Number**” field, highlight the Account Assignment line and click the “**Delete**” button as shown in Example 3.

### 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 a table of items. Below this, a detailed view for "Heaters, Electric (Panel or Wall Type)" is shown, including an "Account Assignment" section. In this section, a table lists account assignments with columns for "Number", "Accounting Line Number", "Percentage", "Account Assignment Category", "Assign Number", "Account Assignment Description", "General Ledger Account", "General Ledger Description", and "Business Area". The "Delete" button in the "Cost Distribution" table is highlighted with a red box.

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	1		Heaters, Electric (Panel or Wall Type) a	03158	1	EA	USD	1	1,800.00					05/05/2014	Asset	190000014536
2		Material	2		Heaters, Electric (Panel or Wall Type) a	03158	1	EA	USD	1	1,800.00					05/05/2014	Asset	190000014536

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account	General Ledger Description	Business Area	Unfunded Accounting Line
0001		100.00	Asset	190000014536	Text SRM ECQ - F030	1801025000	OTHER EQUIPMENT-MA	F030	

Example 3A 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 a Purchase Order. The main header shows the Purchase Order Number 4000333000, Type SCEIS Standard PO, and a Total Value (Gross) of 3,888.00 USD. The item overview table lists two items, both of which are 'Heaters, Electric (Panel or Wall Type) a' with a quantity of 1 EA and a net price of 1,800.00 USD. The account assignment for item 2 is 'Asset' with an assign number of 190000014536. A detailed view for item 1 is shown below, with a red box highlighting the 'Account Assignment Category' field, which is currently empty, and the 'Assign Number' field, which also appears to be empty or contains a placeholder. The 'Clipboard' section at the bottom shows a table with columns for Percentage, Account Assignment Description, Account Assignment, and General Ledger Account.

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	1		Heaters, Electric (Panel or Wall Type) a	03158	1	EA	USD	1	1,800.00					05/20/2014		
2		Material	2		Heaters, Electric (Panel or Wall Type) a	03158	1	EA	USD	1	1,800.00					05/20/2014	Asset	190000014536

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

Percentage	Account Assignment Description	Account Assignment	General Ledger Account
50.00	FEDR ADMIN	F500A00000	5420000000

- Click **“Add Line”** button end to enter your account cost assignment information without the Asset Shell as shown in Example 4 and 4A. The Account Assignment Category will change to Cost Center. At this point, you can change the Account Assignment Category to the Cost Center associated with the Asset Shell without actually using the Asset Shell itself **or** you can enter any generic account assignment information. 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 with the good/service.

### Example 4

The screenshot displays the SAP NetWeaver Portal interface for 'Change Purchase Order'. The main window shows a table with two line items:

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	1		Heaters, Electric (Panel or Wall Type) a	03158	1	EA	USD	1	1,800.00					05/05/2014	Cost Center	
2		Material	2		Heaters, Electric (Panel or Wall Type) a	03158	1	EA	USD	1	1,800.00					05/05/2014	Asset	190000014508

Summary values at the bottom right:

- Total Value (Items): 3,600.00 USD
- Total Tax: 200.00 USD
- Total Value (Gross): 3,800.00 USD

The 'Details for Item 1 Heaters, Electric (Panel or Wall Type) a' window is open, 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
0001		100.00	Cost Center			ENTER GL			

The 'Clipboard' window shows the following data:

Percentage	Account Assignment Description	Account Assignment	General Ledger Account	Item Detail
50.00	PEBR ADMIN	P500A0000	S02000000	

**Example 4A** shows fields to be entered for the account assignment.

The screenshot displays the SAP NetWeaver Portal interface for changing a purchase order. The main window is titled "Change Purchase Order" and shows a table of items. Item 1 is highlighted, and a "Details for Item 1" dialog box is open, showing account assignment information.

**Change Purchase Order Summary:**

- Purchase Order Number: 400333000
- Purchase Order Type: SCEIS Standard PO
- Status: In Process
- Document Date: 05/20/2014
- Total Value (Gross): 3,888.00 USD
- Supplier: BELMERRY SUPPLY AND EQUIPMENT, INC.

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	1		Heaters, Electric (Panel or Wall Type) a	03150	1	EA	USD	1	1,800.00					05/20/2014	Cost Center	F030JB0040
2		Material	2		Heaters, Electric (Panel or Wall Type) a	03158	1	EA	USD	1	1,800.00					05/20/2014	Asset	190000014536

**Summary Totals:**

- Total Value (Net): 3,600.00 USD
- Total Tax: 288.00 USD
- Total Value (Gross): 3,888.00 USD

**Details for Item 1: Heaters, Electric (Panel or Wall Type) a**

**Cost Distribution Table:**

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		100.00	Cost Center	F030JB0040	OOS-FM Horticulture	5030010000	OFFICE SUPPLIES	F030	

**Details for Item 0001: Cost Center**

Basic Data: Percentage = 100.00

Account Assignment Category: Cost Center

Fund: 30670000 GENERAL SERVICES

Commitment Item: 5030010000 OFFICE SUPPLIES

Unfunded Accounting Line: [ ]

Cost Center: F030JB0040 OOS-FM Horticulture

Fund Center: F030JB0040 GENERAL SERVICES

Order: [ ]

Grant: NOT RELEVANT [ ]

Functional Area: F030\_JR00 F030 Facilities Management

Controlling Area: SC01

General Ledger Account: 5030010000

Business Area: F030

- Click the **“Check”** button. If no hard stop errors, click the **“Order”** button. The status will change to **“Awaiting Approval.”** Click the Refresh icon until your document is in **“Ordered”** status. Then click the **“Edit”** button as shown in Example 5.

### Example 5

**Display Purchase Order**

Purchase Order Number: 4800333088    Purchase Order Type: SCEIS Standard PO    Status: Ordered    Document Date: 05/20/2014    Total Value (Gross): 3,888.00 USD    Smart Number:    Supplier: NEWBERRY SUPPLY AND EQUIPMENT, INC.

**General Header Data**

Smart Number:  Delete PO with Asset at the LR     Smart Number is External    Note to Supplier:

Purchase Order Number: 4800333088    Internal Note:

Supplier: 7609116715    NEWBERRY SUPPLY AND EQUIPMENT, INC.

Requester: 30348    Ms. AMY EVERETT

Recipient: 30348    Ms. AMY EVERETT

Location: 10033    Budget & Control: Board Administration

Ship-To Address: 04    SCEIS Bldg

Purchasing Organization: SCEIS Purchasing Organization

Purchasing Group: B&CB - DBIT    Show Members

Total Value (Net): 3,600.00    USD

Default Settings: Get Values

**Item Overview**

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	1	03150	Heaters, Electric (Panel or Wall Type) a	03150	1	EA	USD	1	1,800.00					05/20/2014	Asset	F050JB0040
2		Material	2	03150	Heaters, Electric (Panel or Wall Type) a	03150	1	EA	USD	1	1,800.00					05/20/2014	Asset	190000014536

Total Value (Net)    3,600.00    USD  
 Total Tax    288.00    USD  
 Total Value (Gross)    3,888.00    USD



- Highlight the line item to be deleted and click the **“Delete”** button under the **“Item Overview”** section.


### Example 6

The screenshot displays the SAP NetWeaver Portal interface for changing a purchase order. The main header shows the purchase order number (400033000), type (SCEIS Standard PO), status (In Process), and total value (3,888.00 USD). The 'Item Overview' section contains a table with the following data:

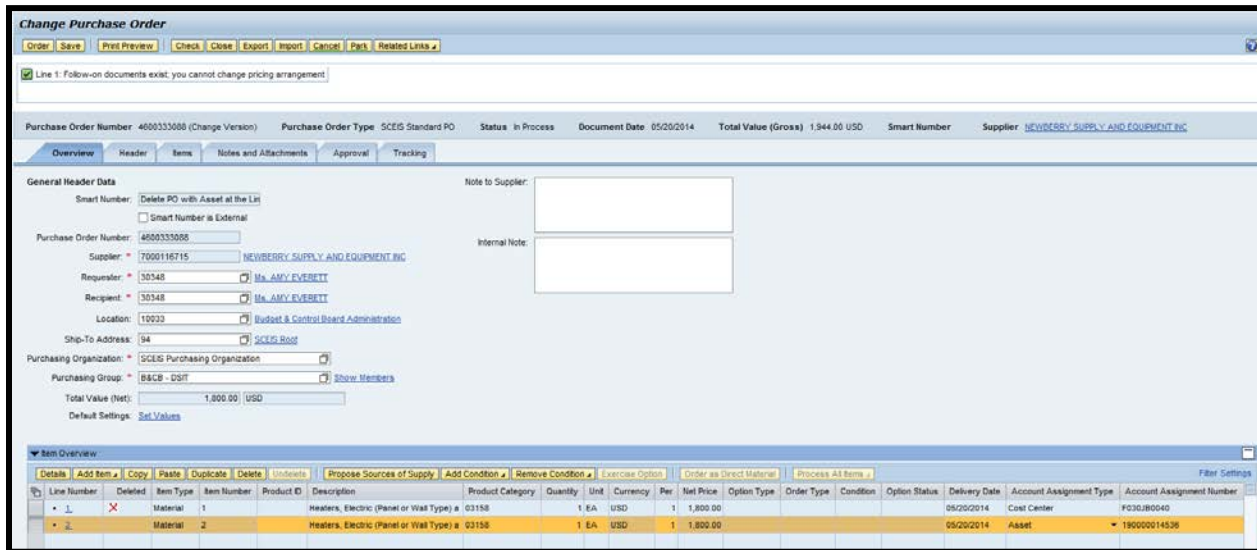
Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Currency	Per	Net Price	Option Type	Order Type	Condition	Option Status	Delivery Date	Account Assignment Type	Account Assignment Number
1		Material	1		Heaters, Electric (Panel or Wall Type) #	02158	1	EA	USD	1	1,800.00					05/20/2014	Cost Center	F03380040
2		Material	2															190000014536

At the bottom right of the table, the following summary values are displayed:

Total Value (Net)	3,000.00	USD
Total Tax	288.00	USD
Total Value (Gross)	3,888.00	USD

7. A red X  will display on the line you deleted. See the deletion of line item 2 in Example 7 below. Follow these steps for all line items that require deleting.

### Example 7



**Change Purchase Order**

Order Save Print Preview Check Close Export Import Cancel Paq Related Links

Line 1: Follow-on documents exist; you cannot change pricing arrangement

Purchase Order Number: 4600333088 (Change Version) Purchase Order Type: SCEIS Standard PO Status: In Process Document Date: 05/20/2014 Total Value (Gross): 1,944.00 USD Smart Number Supplier: NEWBERRY SUPPLY AND EQUIPMENT INC

Overview Header Items Notes and Attachments Approval Tracking

**General Header Data**

Smart Number:  Delete PO with Asset at the Lit  Smart Number is External

Purchase Order Number: 4600333088

Supplier: 7000116715 NEWBERRY SUPPLY AND EQUIPMENT INC

Requester: 30348 Ms. JAMY EVERETT

Recipient: 30348 Ms. JAMY EVERETT

Location: 10033 Budget & Control Board Administration

Ship-To Address: 94 SCEIS Room

Purchasing Organization: SCEIS Purchasing Organization

Purchasing Group: B&CB - USIT Show Members

Total Value (Net): 1,800.00 USD


Default Settings: Set Values

Note to Supplier:

Internal Note:

Item Overview

Details Add Item Copy Paste Duplicate Delete Unlocks Propose Sources of Supply Add Condition Remove Condition Exercise Option Order as Direct Material Process All Items Filter Settings

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	1		Heaters, Electric (Panel or Wall Type) a	03158	1	EA	USD	1	1,800.00					05/20/2014	Cost Center	FC30/80040
2		Material	2		Heaters, Electric (Panel or Wall Type) a	03158	1	EA	USD	1	1,800.00					05/20/2014	Asset	19000014536

8. The screen in Example 8 will display. Notice that the Status is “Awaiting Approval.”

### Example 8

The screenshot displays the SAP NetWeaver Portal interface for a Purchase Order. The status is 'Awaiting Approval', which is highlighted with a red box. The purchase order number is 4000330000, and the document date is 05/20/2014. The total value (gross) is 1,944.00 USD. The supplier is NEWBERRY SUPPLY AND EQUIPMENT INC.


**General Header Data:**

- Smart Number:  Delete PO with Asset at the Lst  Smart Number is External
- Purchase Order Number: 4000330000
- Supplier: 7000116715 NEWBERRY SUPPLY AND EQUIPMENT INC
- Requester: 30348 Ms. AMY EVERETT
- Recipient: 30348 Ms. AMY EVERETT
- Location: 10033 Budget & Control Dept Administration
- Ship-To Address: 04 SCSS Root
- Purchasing Organization: SCSS Purchasing Organization
- Purchasing Group: B&G - DSIT [Show Members](#)
- Total Value (Net): 1,800.00 USD

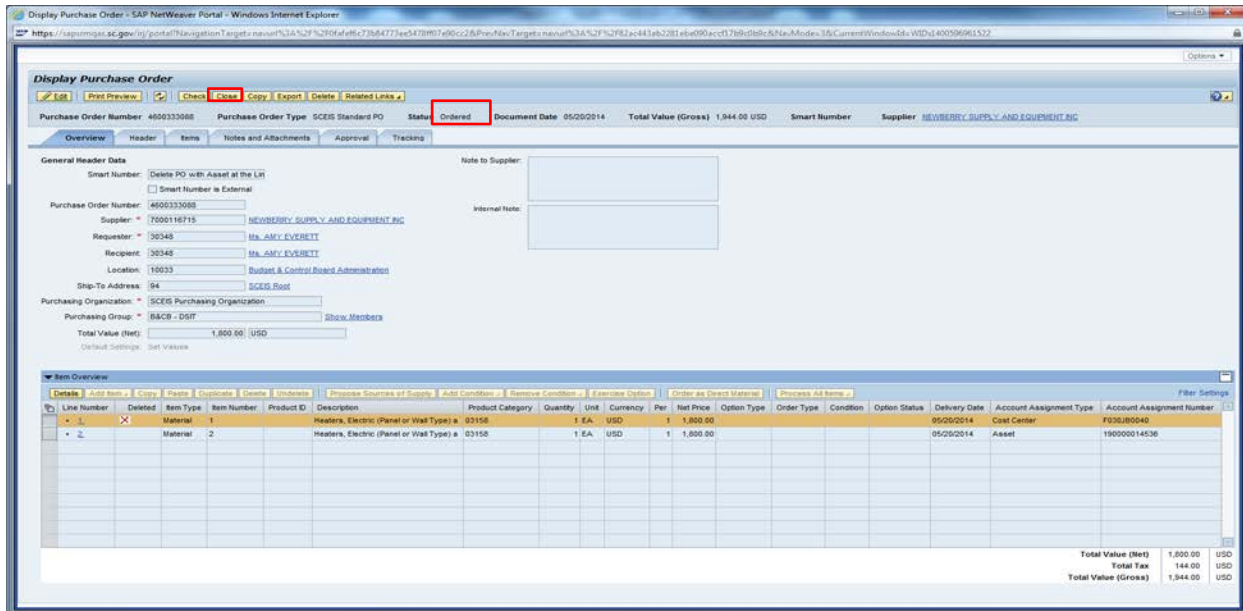
**Item Overview Table:**

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	X	Material	1	03158	Heaters, Electric (Panel or Wall Type) #	03158	1	EA	USD	1	1,800.00					05/20/2014	Asset	PSSJ05048
2		Material	2	03158	Heaters, Electric (Panel or Wall Type) #	03158	1	EA	USD	1	1,800.00						Asset	190000014538

Total Value (Net): 1,800.00 USD

- Click the “Refresh”  icon until the PO is in a Status of “Ordered” as shown in Example 9.
- Then click the “Close” button.


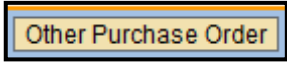
### Example 9

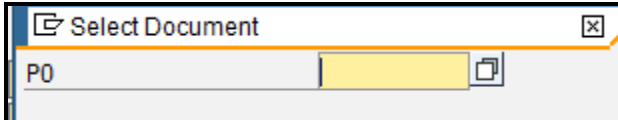


### To verify that the Shopping Cart line item 1 (2000XXXXXX) is available for sourcing:

- Go to the “Purchasing” folder.
- Click “Purchasing” in the Navigation Pane.
- Click “Perform Sourcing” under “Central Function.”
- Enter the shopping cart number in the “Number of Requisition” field.
- 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 line item(s) has been deleted and the funds unencumbered, follow the steps below:

- Click the “ME23N” Folder. 
- Click the “Other Purchase Order” button. 
- In the “PO” text box, enter the PO Number.



4. Press **“Enter”** on your keyboard.
5. Line Item 1 that was deleted in this example will have a trash can  on the line item.

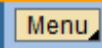


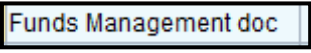
State Standard PO 4600333088 Created by AMY EVERETT

Menu Save Back Exit Cancel System Document Overview On Document Overview Off Create Display/Change Other Purchase Order Hold Check Delete PO at Header Level Cancel Display Messages More...

State Standard PO 4600333088 Vendor 7000116715 NEWBERRY SUPPLY Doc. date 05/26/2014

Line	Item	A	Material	Short Text	PO Quantity	O.	Deliv. Date	Net Price	Curr.	Per	O.	Mat Group	Plant	Stor. Location	Batch
1	K		Heaters, Electric (Panel or		1	EA	D 05/26/2014	1,800.00	USD	1	EA	Heat Electric Budget & Control B			
2	A		Heaters, Electric (Panel or		1	EA	D 05/26/2014	1,800.00	USD	1	EA	Heat Electric Budget & Control B			

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. Select **“AC Commitment Documents.”** 
3. Double-click Object Text Type **“Funds Management.”** 
4. The FM **“Document Journal”** will display. The funds for line item 2 will show \$0.00.

Document Journal

Menu Back Exit Cancel System Choose Details Sort in Ascending Order Sort in Descending Order Set Filter Total Subtotals... Print Preview Local File... Mail Recipient ABC Analysis Graphic View More...

Document Journal

FM Area SC01  
 Year Commitment Item 2014  
 Commitment Item  
 Funds Center  
 Fund  
 Layout /FM PUR REQ  
 User AMY55848  
 Date/Time 05/20/2014 11:05:20

Val type text	YT	FM	psgt d.	RefDocNo	Tit.	amt type	Amount type	*Payment budget	Y.	GL Account	Funds Cen.	Func. Area	Fund	Grant	Funds center name	Commitment item n...	Vendor	Cost Ctr
Purchase Orders	51		05/20/2014	4600333088	1	0100	Original	1,944.00	2014	1801025000	F030JB0040	F030_JB00	30670000	NOT RELEVANT	OGS-FM Horticulture	Other Eq Acq (MA)	7000116715	
Purchase Orders	51		05/20/2014	4600333088		0150	Change	1,944.00		5030010000	F030JB0040	F030_JB00	30670000	NOT RELEVANT	OGS-FM Horticulture	OFFICE SUPPLIES	7000116715	
Purchase Orders	51		05/20/2014	4600333088		0600	Reassignment Sender	1,944.00		1801025000	F030JB0040	F030_JB00	30670000	NOT RELEVANT	OGS-FM Horticulture	Other Eq Acq (MA)	7000116715	
Purchase Orders	51		05/20/2014	4600333088		0650	Reassignment Receiver	1,944.00		5030010000	F030JB0040	F030_JB00	30670000	NOT RELEVANT	OGS-FM Horticulture	OFFICE SUPPLIES	7000116715	
					1			0.00										
Purchase Orders	51		05/20/2014	4600333088	2	0100	Original	1,944.00	2014	1801025000	F030JB0040	F030_JB00	30670000	NOT RELEVANT	OGS-FM Horticulture	Other Eq Acq (MA)	7000116715	
					2			1,944.00										
								1,944.00	2014									
								***										
								1,944.00										

You have successfully deleted a line item on a Purchase Order and verified that the funds have been unencumbered.

If you have questions about using this functionality, please contact the SCEIS Help Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at <http://www.sceis.sc.gov/requests/>.

Thank you,  
The SCEIS Team