

## 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 top navigation bar includes buttons for 'Edit', 'Line Item Preview', 'Check', 'Close', 'Copy', 'Export', 'Delete', and 'Related Links'. The 'Edit' button is highlighted with a red box. Below the navigation bar, the purchase order details are shown, including the 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, and Supplier (NEUBERRY SUPPLY AND EQUIPMENT INC).

The 'Item Overview' section is expanded, showing a table of line items. The table has columns for 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, and Account Assignment Number. Two line items are visible:

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

Summary values at the bottom right of the table:

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. The selected item is "Heaters, Electric (Panel or Wall Type)". Below the item overview, the "Account Assignment" tab is active, showing a table of account assignments. The "Delete" button in the "Account Assignment" 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, Purchase Order Type SCEIS Standard PO, and a Total Value (Gross) of 3,888.00 USD. The 'Item Overview' section lists two items, both of which are 'Heaters, Electric (Panel or Wall Type) a'. The 'Details for Item 1' section is expanded, showing the 'Account Assignment' tab. In this tab, the 'Account Assignment Category' field is empty, and the 'Assign Number' field contains the value '190000014536'. A red box highlights these two fields. The 'Clipboard' section below shows the account assignment details for the selected item, including the percentage (50.00), account assignment description (F50A ADMIN), account assignment (F50A00000), and general ledger account (542000000).

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		
2		Material	2		Heaters, Electric (Panel or Wall Type) a	03150	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
50.00	F50A ADMIN	50.00		190000014536	F50A ADMIN	F50A00000	542000000		

- 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 G/L			

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 '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	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 values at the bottom right:

- Total Value (Net): 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. A red box highlights the following fields:

- Cost Distribution:** Percentage 100.00
- Number:** 100.00
- Accounting Line Number:** 100.00
- Percentage:** 100.00
- Account Assignment Category:** Cost Center
- Assign Number:** F030JB0040
- Account Assignment Description:** OGS-FM Horticulture
- General Ledger Account:** 5030010000
- General Ledger Description:** OFFICE SUPPLIES
- Business Area:** F030
- Unfunded Accounting Line:** (checkbox)

**Details for Item 0001 : Cost Center**

Basic Data

- Account Assignment Category: Cost Center
- Cost Center: F030JB0040
- Fund Center: F030JB0040
- Order: (checkbox)
- Grant: NOT RELEVANT
- Functional Area: F030\_JR00
- Controlling Area: SC01
- General Ledger Account: 5030010000
- Business Area: F030

Fund: 30670000 GENERAL SERVICES  
 Commitment Item: 5030010000 OFFICE SUPPLIES



- 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  
 Purchase Order Number: 4800333088  
 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 - O&M   
 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	Cost Center	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, and a total value of 3,888.00 USD. The 'Item Overview' table contains the following data:

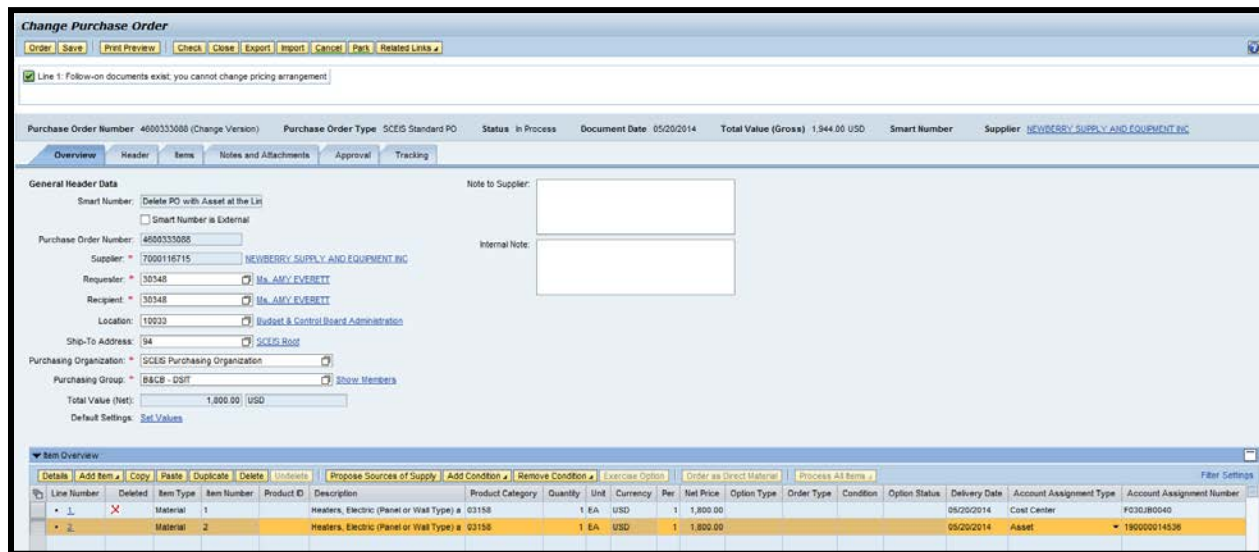
Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Currency	Per	Net Price	Option Type	Order Type	Condition	Option Status	Delivery Date	Account Assignment Type	Account Assignment Number
1		Material	1		Heaters, Electric (Panel or Wall Type) #	02158	1	EA	USD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

Summary values at the bottom right of the table:

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	<input checked="" type="checkbox"/>	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	<input type="checkbox"/>	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

**Display Purchase Order**

Line 1: Follow-on documents exist, you cannot change pricing arrangement  
PO Delete PO with Asset at the Line Item with document number 400033000 has been ordered

Purchase Order Number: 400033000 (Change Version) | Purchase Order Type: SCEIG Standard PO | Status: **Awaiting Approval** | Document Date: 05/20/2014 | Total Value (Gross): 1,844.00 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 LIH  
 Smart Number is External

Purchase Order Number: 400033000

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: SCEIG Purchasing Organization

Purchasing Group: B&G - DSIT [Show Members](#)

Total Value (Net): 1,800.00 USD

Default Settings: Set Values

Note to Supplier:


Internal Note:

**Item Overview**

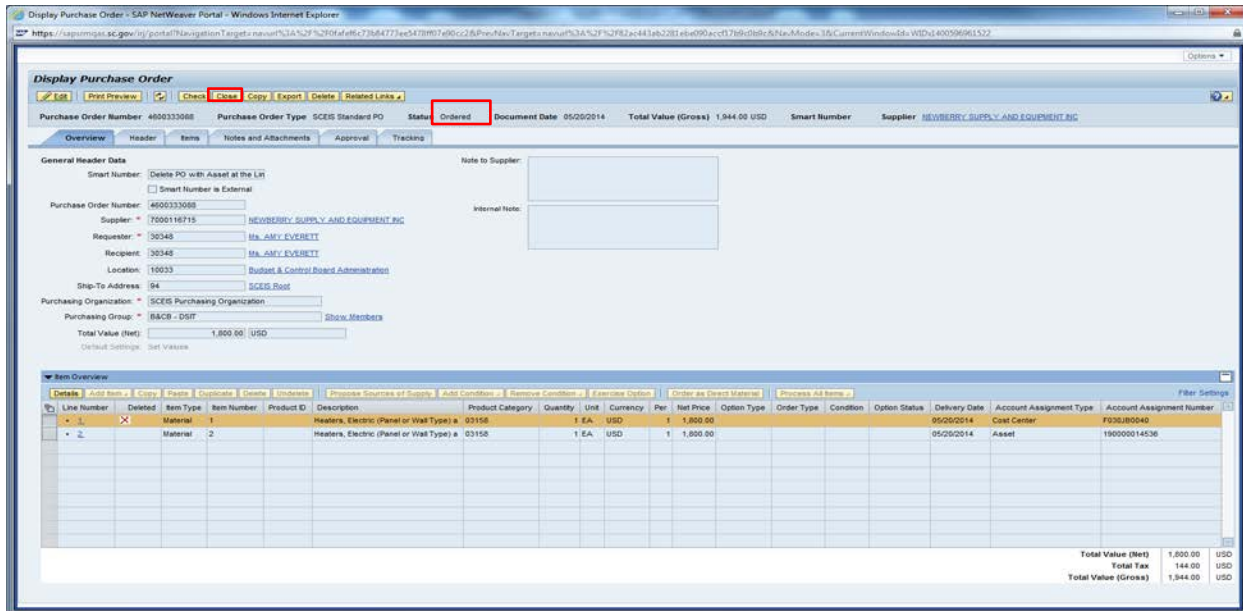
[Details](#) | [Add Item](#) | [Copy](#) | [Paste](#) | [Duplicate](#) | [Delete](#) | [Disable](#) | [Propose Sources of Supply](#) | [Add Condition](#) | [Remove Condition](#) | [Exercise Option](#) | [Order as Direct Material](#) | [Process All Items](#) | [Filter Settings](#)

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	X	Material	1	03158	Heaters, Electric (Panel or Wall Type) #	03158	1	EA	USD	1	1,800.00					05/20/2014	Asset	P850J85048
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.


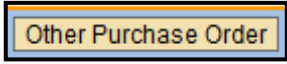
### Example 9

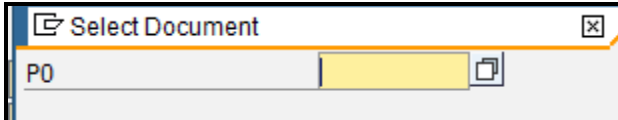


### To verify that the Shopping Cart line item 1 (2000XXXXXX) is available for sourcing:

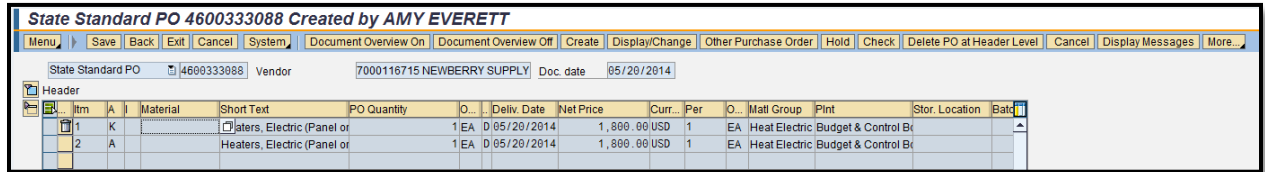
- Go to the “Purchasing” folder.
- Click “Purchasing” in the Navigation Pane.
- Click “Perform Sourcing” under “Central Function.”
- Enter the shopping cart number in the “Number of Requisition” field.
- Click the “Search” button. The shopping cart number will display in the “Requisition/Item Number” 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:

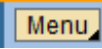


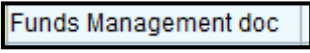
- Click the “ME23N” Folder. 
- Click the “Other Purchase Order” button. 
- In the “PO” text box, enter the PO Number.

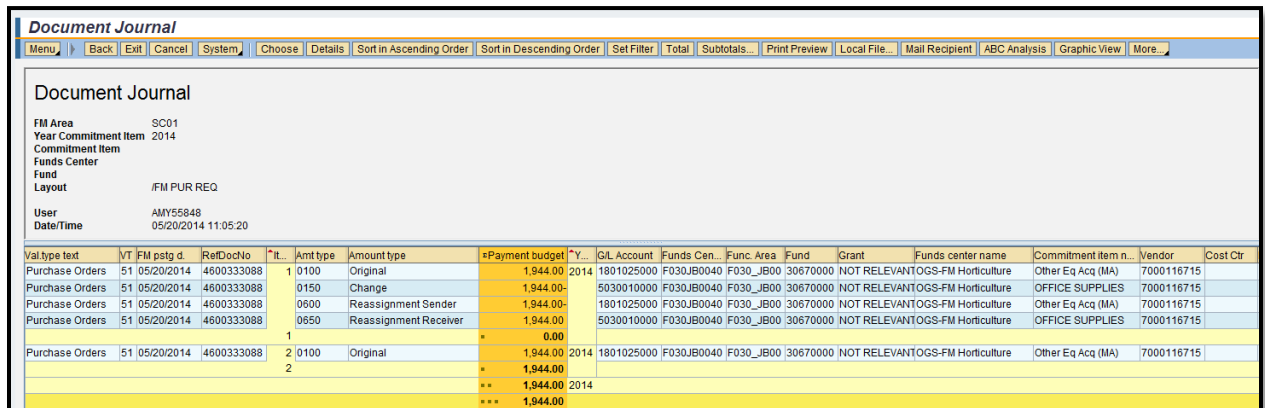


4. Press **“Enter”** on your keyboard.
5. Line Item 1 that was deleted in this example will have a trash can  on the line item.



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.



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