

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) 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: Remember 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.

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 shows the 'Display Purchase Order' window in SAP NetWeaver. The window title is 'Display Purchase Order - SAP NetWeaver Portal - Windows Internet Explorer'. The window contains a header section with fields for 'Purchase Order Number', 'Purchase Order Type', 'Status', 'Document Date', 'Total Value (Gross)', 'Smart Number', and 'Supplier'. Below the header is a 'Line Item' tab, which is selected. The 'Line Item' tab displays a table with columns: 'Line Item', 'Material', 'Description', 'Product Category', 'Quantity', 'Unit', 'Currency', 'Net Price', 'Gross Price', 'Order Type', 'Order Type', 'Status', 'Delivery Date', 'Account Assignment Type', and 'Account Assignment Number'. The table contains two line items. Line Item 1 is highlighted, and the 'Edit' button is visible next to it.

2. 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 2A

The screenshot shows the 'Change Purchase Order' window in SAP NetWeaver. The window title is 'Change Purchase Order - SAP NetWeaver Portal - Windows Internet Explorer'. The window contains a header section with fields for 'Purchase Order Number', 'Purchase Order Type', 'Status', 'Document Date', 'Total Value (Gross)', 'Smart Number', and 'Supplier'. Below the header is a 'Details' button, which is visible. The 'Details' button is selected, and the 'Account Assignment' tab is selected. The 'Account Assignment' tab displays a table with columns: 'Line Item', 'Material', 'Description', 'Product Category', 'Quantity', 'Unit', 'Currency', 'Net Price', 'Gross Price', 'Order Type', 'Order Type', 'Status', 'Delivery Date', 'Account Assignment Type', and 'Account Assignment Number'. The table contains two line items. Line Item 1 is highlighted, and the 'Edit' button is visible next to it.

Example 2B

- Click the “Delete” button. Then click **“Add Line”** button and enter your account assignment information without the Asset Shell. 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 3A – Delete Account Assignment Category Asset

Example 3B - Add Line

[illegible]

Example 3C – Enter Account Assignment information with Asset Shell

The screenshot displays the SAP 'Change Purchase Order' interface. At the top, the document is identified as 'Purchase Order Number: 4000010865 - Change Vendor'. The status is 'In Process' with a document date of '05/09/2014' and a total value of '5,000.00 USD'. The 'Assets' tab is active, showing a table with two line items for 'Material' (1 and 2) with descriptions related to 'Headset, Electric, Phone or Mail Type'. Below the table, the 'Account Assignment' section is expanded, showing details for '100.00.0001.0001' (Office Supplies) and '100.00.0001.0002' (Office Supplies). The 'Check' button is highlighted in the top navigation bar.

Line Number	Material	Quantity	Unit	Price	Total Value
1	Headset, Electric, Phone or Mail Type	1	EA	5,000.00	5,000.00
2	Headset, Electric, Phone or Mail Type	1	EA	5,000.00	5,000.00

- Click the **“Check”** button. If no hard stop errors, click **“Order”** button. The status will change to **“Awaiting Approval,”** click **“Refresh”** button until your document status is **Ordered**.

Example 4

The screenshot displays the SAP 'Display Purchase Order' interface. At the top, the title bar indicates the user is logged in as 'g...'. The main header section contains the following details:

- Purchase Order Number:** 400000000
- Purchase Order Type:** SCDS-Standard PO
- Status:** Ordered
- Document Date:** 00/00/14
- Total Value (Gross):** 3,000.00 USD
- Smart Number:**
- Supplier:** HEWLETT SUPPLY AND EQUIPMENT INC

Below the header, there are tabs for 'Overview', 'Header', 'Items', 'Terms and Conditions', 'Approval', and 'Tracking'. The 'Overview' tab is currently selected.

The 'General Header Data' section includes:

- Smart Number:** Standard PO with Approval at the PO
- Purchase Order Number:** 400000000
- Supplier:** HEWLETT SUPPLY AND EQUIPMENT INC
- Requester:** HEWLETT SUPPLY AND EQUIPMENT INC
- Recipient:** HEWLETT SUPPLY AND EQUIPMENT INC
- Location:** Hewlett-Packard Development Company, L.P.
- Ship-To Address:** SCDS-Standard
- Purchasing Organization:** SCDS-Purchasing Organization
- Purchasing Group:** SCDS-Purchasing Group
- Total Value (Net):** 3,000.00 USD

The 'Item List' section shows a single line item:

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Company	Per	Net Price	Option Type	Order Type	Condition	Status	Delivery Date	Account Assignment Type	Account Assignment Number
1		Material			Hewlett, Electric Printer in Mail Type A	83110	1	EA	USD		3,000.00					00/00/14	Asset	000000000000

The footer of the screen displays the following summary:

Total Value (Net)	3,000.00	USD
Total Tax	0.00	USD
Total Value (Gross)	3,000.00	USD

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

Example 5

The screenshot displays the 'Change Purchase Order' interface in the SAP NetWeaver Portal. The top navigation bar includes links for 'Order', 'Save', 'Print Preview', 'Check', 'Cancel', 'Support', 'Export', 'Cancel', 'Help', and 'Related Links'. The main header section shows the Purchase Order Number (400000000), Purchase Order Type (SO05 Standard PO), Status (In Process), Document Date (05/05/2014), Total Value (Gross) (1,800.00 USD), Grant Number, and Supplier (KODAK SAFETY AND GRAPHICS). Below this, there are tabs for 'Overview', 'Header', 'Items', 'Notes and Attachments', 'Approval', and 'Tracking'. The 'Overview' tab is selected, showing a summary of the purchase order details. The 'General Header Data' section includes fields for 'Event Number', 'Purchase Order Number', 'Supplier', 'Recipient', 'Location', 'Ship-To Address', 'Purchasing Organization', 'Purchasing Group', 'Total Value (Net)', and 'Default Invoice'. The 'Items' section shows a table with columns for 'Line Item', 'Material', 'Quantity', 'Unit', 'Company', 'Net Price', 'Order Type', 'Order Type', 'Location', 'Delivery Date', 'Account Assignment Type', and 'Account Assignment Number'. The table contains two rows of data for 'Heaters, Electric, Panel in Unit Type x'. The bottom right corner shows the 'Total Value (Net)' (1,800.00 USD), 'Total Tax' (0.00 USD), and 'Total Value (Gross)' (1,800.00 USD).

Change Purchase Order

Order | Save | Print Preview | Check | Cancel | Support | Export | Cancel | Help | Related Links

Purchase Order Number: 400000000 (Change View) | Purchase Order Type: SO05 Standard PO | Status: In Process | Document Date: 05/05/2014 | Total Value (Gross): 1,800.00 USD | Grant Number: | Supplier: KODAK SAFETY AND GRAPHICS

Overview | Header | Items | Notes and Attachments | Approval | Tracking

General Header Data

Event Number:
☐ Event Number is locked

Purchase Order Number: 400000000


Supplier: 700010014
 Recipient: 70048
 Recipient: 70048
 Location: 70001
 Ship-To Address: 04
 Purchasing Organization: 0000 Purchasing Organization
 Purchasing Group: 0000 - 000
 Total Value (Net): 1,800.00 USD
 Default Invoice: 04.0000

Items

Details | Add Item | Copy | Paste | Duplicate | Delete | Columns | Filtered Sources of Supply | Add Condition | Remove Condition | Previous Column | Show All Stock Material | Previous All Items | Filter Settings

To	Line Item	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Company	Net Price	Order Type	Order Type	Location	Delivery Date	Account Assignment Type	Account Assignment Number
+	1		Material	1		Heaters, Electric, Panel in Unit Type x	20100	1 EA	USD	1	1,800.00				05/05/2014	Asset	7000000000
+	2		Material	2		Heaters, Electric, Panel in Unit Type x	20100	1 EA	USD	1	1,800.00				05/05/2014	Asset	7000000000

Total Value (Net): 1,800.00 USD
 Total Tax: 0.00 USD
 Total Value (Gross): 1,800.00 USD

6. A red X  will display on the line you deleted. See the deletion of line item 2 in Example 6 below. Follow these steps for all line items that require deleting. (***The line item you are deleting must not have any activity against it or the system will not allow you to delete.*** Click the “Order” button.

Example 6

Change Purchase Order

Line 1: Follow-on documents exist, you cannot change pricing or assignment

Purchase Order Number: 600000000 (Change Version) | Purchase Order Type: SC00 Standard PO | Status: In Process | Document Date: 6/20/2014 | Total Value (Entered): 1,941.00 USD | Smart Number: | Supplier: 18100001 SUPPLY & EQUIPMENT INC.

General Header Data

Order Number: 600000000 (Delete PO will delete all PO Lines) | Note to Supplier: |
☐ Smart Number is External | Internal Note: |
 Purchase Order Number: 600000000 | Supplier: 18100001 SUPPLY & EQUIPMENT INC. |
 Requester: 181000 | Requester: 181000 MALAMU UNIVERSITY |
 Location: 181000 | Location: 181000 Supply & Equipment Administration |
 Ship-To Address: 181000 | Ship-To Address: 181000 |
 Purchasing Organization: SC00 Purchasing Organization |
 Purchasing Group: 181000 | Purchasing Group: 181000 |
 Total Value (Entry): 1,941.00 USD |
 Default Settings: 181000

Item Overview

Line Number	Deleted	Item Number	Product ID	Description	Product Category	Quantity	Unit	Currency	Rate	Net Price	Order Type	Order Type	Condition	Order Status	Delivery Date	Account Assignment Type	Account Assignment Number
1	X	181000	1	Headset, Electric (Headset or Head Type) 4	62100	1.00	EA	USD	1	1,941.00				600000000	6/20/2014	Cost Center	181000000
2		181000	2	Headset, Electric (Headset or Head Type) 4	62100	1.00	EA	USD	1	1,941.00				600000000	6/20/2014	Cost Center	181000000

7. The screen in Example 7 will display. Notice that the Status is **“Awaiting Approval.”**

Example 7

Display Purchase Order

Purchase Order Number: 4000000000 (Change Version) | Purchase Order Type: SC20 Standard PO | Status: Awaiting Approval | Document Date: 30.09.2014 | Total Value (Gross): 1,844.00 USD | Smart Number: | Supplier: NEOSOURCE SUPPLY AND EQUIPMENT INC.

General Header Data

Smart Number: ☐ Create PO with Asset at the Ld | ☐ Smart Number is External

Purchase Order Number: 4000000000

Supplier: 7000110711 | NEOSOURCE SUPPLY AND EQUIPMENT INC.

Buyer: 20246 | BA_AWT_AVS0000000

Buyer: 70344 | BA_AWT_AVS0000000

Location: 10000 | Student & Center Board Administration

Ship-To Address: 94 | SC20 Road

Purchasing Organization: 00000 Purchasing Organization


Purchasing Group: 00000 - 0000 | [Show Details](#)

Total Value (Net): 1,800.00 USD

Line Items

Line Number	Status	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Category	Net Price	Gross Type	Order Type	Condition	Order Status	Delivery Date	Account Assignment Type	Account Assignment Number
1	✓	Material	1	401100	Headset, Stereo, Headset on Head Type n. 401100	401100	1.00	0000	1	1,800.00	1	000000	0000	30.09.2014	Asset	100000000000	

Total Value (Net): 1,800.00 USD

8. Click the **“Refresh”**  icon until the PO is in a Status of **“Ordered”** as shown in Example 8 below.

9. Click the **“Close”** button.

Example 8

Display Purchase Order

Purchase Order Number: 4000000000 (Change Version) | Purchase Order Type: SC20 Standard PO | Status: Ordered | Document Date: 30.09.2014 | Total Value (Gross): 1,844.00 USD | Smart Number: | Supplier: NEOSOURCE SUPPLY AND EQUIPMENT INC.

General Header Data

Smart Number: ☐ Create PO with Asset at the Ld | ☐ Smart Number is External

Purchase Order Number: 4000000000

Supplier: 7000110711 | NEOSOURCE SUPPLY AND EQUIPMENT INC.

Buyer: 20246 | BA_AWT_AVS0000000

Buyer: 70344 | BA_AWT_AVS0000000

Location: 10000 | Student & Center Board Administration

Ship-To Address: 94 | SC20 Road

Purchasing Organization: 00000 Purchasing Organization

Purchasing Group: 00000 - 0000 | [Show Details](#)

Total Value (Net): 1,800.00 USD

Line Items

Line Number	Status	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Category	Net Price	Gross Type	Order Type	Condition	Order Status	Delivery Date	Account Assignment Type	Account Assignment Number
1	✓	Material	1	401100	Headset, Stereo, Headset on Head Type n. 401100	401100	1.00	0000	1	1,800.00	1	000000	0000	30.09.2014	Asset	100000000000	

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

To verify that the Shopping Cart line item 1 (2000XXXXXX) 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 line item(s) has been deleted and the funds unencumbered, follow the steps below:

1. Click the **“ME23N”** Folder.



2. Click the **“Other Purchase Order”** button.

Other Purchase Order

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

A screenshot of a 'Select Document' dialog box. It has a title bar with a folder icon and the text 'Select Document'. Below the title bar is a text input field labeled 'PO' with a yellow highlight. To the right of the input field is a small icon of a document with a magnifying glass.

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.

A screenshot of a SAP 'State Standard PO' document. The title bar says 'State Standard PO 4600333088 Created by AMY EVERETT'. The document shows a table with columns: Item, Material, Short Text, PO Quantity, Date, Date, Net Price, Cur. Per, ID, Mat Group, Plant, and Plant Location. There are two line items. Line item 1 has a trash can icon in the 'Plant' column. Line item 2 has a trash can icon in the 'Plant' column.

Item	Material	Short Text	PO Quantity	Date	Date	Net Price	Cur. Per	ID	Mat Group	Plant	Plant Location
1	K	Heaters, Electric (Panel)	1 EA	0 05/20/2014		1,880.00 USD	1	EA	Heat Electric Budget & Control B		
2	A	Heaters, Electric (Panel)	1 EA	0 05/20/2014		1,880.00 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.”**

Environment

2. Select **“AC Commitment Documents.”**

AC Commitment Documents

3. Double-click Object Text Type **“Funds Management.”**

Funds Management doc

4. The FM **“Document Journal”** will display. The funds for line item 2 will show \$0.00.

Document Journal													
<div>Menu Save Edit Cancel System Choose Details Sort in Ascending Order Sort in Descending Order Set Filter Total Subtotals Print Preview Load File Mail Recipient ABC Analysis Graphic View More</div>													
Document Journal													
FM Area: SC51 Year: 2014 Commitment Item: 2014 Fund: 4600333688 Layout: FM PUR REQ User: AMV55840 Date/Time: 05/20/2014 11:05:28													
Vol type	Int	Ref Doc	Ref Doc Date	Ref Doc Type	Amount type	Payment Budget	F	GL Account	Funds Cn	Func App	Fund	Cost	Funds order name
Purchase Orders	01	05/05/2014	4600333688	0100	Original	1,944.00	2014	1801025000	F033.80040	F038_800	30670000	NOT RELEVANT	CGS-FM Hardware
Purchase Orders	01	05/05/2014	4600333688	0150	Change	1,944.00		5030010000	F033.80040	F038_800	30670000	NOT RELEVANT	CGS-FM Hardware
Purchase Orders	01	05/05/2014	4600333688	0600	Reassignment Sender	1,944.00		1801025000	F033.80040	F038_800	30670000	NOT RELEVANT	CGS-FM Hardware
Purchase Orders	01	05/05/2014	4600333688	0650	Reassignment Receiver	1,944.00		5030010000	F033.80040	F038_800	30670000	NOT RELEVANT	CGS-FM Hardware
						0.00							
Purchase Orders	01	05/05/2014	4600333688	0100	Original	1,944.00	2014	1801025000	F033.80040	F038_800	30670000	NOT RELEVANT	CGS-FM Hardware
						0.00							
						1,944.00							
						1,944.00	2014						
						3,944.00							

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