




Purchase Orders SRM Guide to Hard Stop and Common Errors

Error or Issue	Resolution
<p> Asset on Line Item, cannot delete</p>	<p>Problem: Prior to deleting a Purchase Order (PO) with an Asset assigned to the PO, research to determine if the PO Line Item should be deleted. If an Asset's Account Assignment data was used to create a PO, the Asset will need to be deleted by the agency prior to deleting the PO.</p> <p>Solution: Before deleting the PO, ensure that it meets the following strict and specific Line Item criteria:</p> <ol style="list-style-type: none">1. The PO cannot contain any Back-End Document Number in SRM, which includes Confirmations (Goods Receipts), Invoice Receipts, etc.2. If an Asset Shell was used to create a PO, the Asset Shell's Account Assignment Data must be deleted from the PO <i>prior to</i> deleting the PO at the Line Item level. Have a substitute account assignment (Cost Center, Fund Center, Functional Area, Fund, GL Account/Commitment Item) available to replace the Asset Shell. This will change the Asset Account Assignment Category from "Asset" to "Cost Center" Category. <p>Next, click here and follow the steps in the guide to delete the PO.</p>