Business Process Procedure

Delivery Complete Goods Receipt to Cancel PO Open Encumbrance

Transaction Code:

Purpose

Use this procedure to release the funds on a purchase order for those line items which will no longer be received.

Trigger

Perform this procedure when there is a need to close out quantities on purchase orders which will no longer be received.

Prerequisites

Be sure to contact the vendor to confirm no further deliveries will be made prior to processing the delivery complete goods receipt.

Menu Path

Use the following menu path(s) to begin this transaction:

- Procurement/Contracts => Post, Change or View Goods Receipt/Issue

Transaction Code

Helpful Hints

- xxxx within a document represents a variable which may consist of a name, number, etc.
- In the field description tables, R indicates the action is required, O indicates the action is optional, and C indicates the action is conditional.
- The following notes maybe used throughout this work instruction:
## Business Process Procedure

Delivery Complete Goods Receipt to Cancel PO Open Encumbrance

<table>
<thead>
<tr>
<th>Note Type</th>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td><img src="image" alt="Info" /></td>
<td>Offers additional information such as policy.</td>
</tr>
<tr>
<td>Cautionary</td>
<td><img src="image" alt="Warning" /></td>
<td>Indicates that an action MUST BE completed.</td>
</tr>
<tr>
<td>Critical</td>
<td><img src="image" alt="Error" /></td>
<td>Indicates that an action MUST NOT BE completed.</td>
</tr>
<tr>
<td>Shortcut</td>
<td><img src="image" alt="Flash" /></td>
<td>Indicates a shortcut to a process.</td>
</tr>
</tbody>
</table>

Transaction Code:
Business Process Procedure

Delivery Complete Goods Receipt to Cancel PO Open Encumbrance  

Transaction Code:

Procedure

1. Start the transaction using the menu path or transaction code.

Upcoming Dates - SAP NetWeaver Portal - Internet Explorer provided by LAUSD

2. Click on Procurement / Contracts tab.
Business Process Procedure

Delivery Complete Goods Receipt to Cancel PO Open Encumbrance

Procurement/Contracts - SAP NetWeaver Portal - Internet Explorer provided by LAUSD

3. Click on the link named: Post Change or View Goods Receipt/Iss
Business Process Procedure

Delivery Complete Goods Receipt to Cancel PO Open Encumbrance

Goods Receipt Purchase Order - LAUSD Test User 241

4. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Date</td>
<td></td>
<td>10/09/2013</td>
</tr>
<tr>
<td>Posting Date</td>
<td></td>
<td>10/09/2013</td>
</tr>
<tr>
<td>Bill of Lading</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual Slip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line Mat., Short Text</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qty in UnitE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E... Stoc</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Batch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valuation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quantity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GR goods receipt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Header Text</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Example: 4500009676
Business Process Procedure

Delivery Complete Goods Receipt to Cancel PO Open Encumbrance

Goods Receipt Purchase Order - LAUSD Test User 241

5. Click execute button after the PO number has been entered.
Business Process Procedure

Delivery Complete Goods Receipt to Cancel PO Open Encumbrance

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

6.
Business Process Procedure

Delivery Complete Goods Receipt to Cancel PO Open Encumbrance

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

7. Click on **Quantity** tab.
Business Process Procedure

Delivery Complete Goods Receipt to
Cancel PO Open Encumbrance

Transaction Code:

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

8. As required, complete/review the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qty in Unit of Entry</td>
<td>R</td>
<td>The quantity of the good in the unit of measure.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Example:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Please note: If the Goods Receipt is only to cancel the encumbrance of the existing Purchase Order, enter the amount as zero (0) otherwise enter the Partial Goods Receipt Quantity.
Business Process Procedure

Delivery Complete Goods Receipt to Cancel PO Open Encumbrance

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

Business Process Procedure

Delivery Complete Goods Receipt to Cancel PO Open Encumbrance

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

10. Click on "Next Item" button
Business Process Procedure

Delivery Complete Goods Receipt to Cancel PO Open Encumbrance

Transaction Code:

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

11. Click on the Purchase Order Data tab.
Business Process Procedure

Delivery Complete Goods Receipt to Cancel PO Open Encumbrance

Transaction Code:

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

12. Click on the drop down menu Set automatic.
Business Process Procedure

Delivery Complete Goods Receipt to Cancel PO Open Encumbrance

Transaction Code:

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

13. Choose the Set option, to indicate this is the final delivery for this line item. Once the flag is set, it will cancel the encumbrance for the open balance on the Purchase Order.
Business Process Procedure

Delivery Complete Goods Receipt to Cancel PO Open Encumbrance

Transaction Code:

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

Click on [Check] to verify all the information.
Business Process Procedure

Delivery Complete Goods Receipt to Cancel PO Open Encumbrance

Transaction Code:

Display logs

15. Click Continue button 

Message displays the remaining quantity after the PO is posted. It also gives the warning that there are no more expected deliveries on the Purchase Order.
Business Process Procedure

Delivery Complete Goods Receipt to Cancel PO Open Encumbrance

Transaction Code:

Goods Receipt Purchase Order 4500009676 - LAUSD Test User 241

16. Click on [System].
17. Select the **Log off** option.
18. Close the window by clicking on [X].
Business Process Procedure

Delivery Complete Goods Receipt to Cancel PO Open Encumbrance

Result

You have successfully processed a Delivery Complete Goods Receipt to cancel the remaining encumbrance on the purchase order.