

Work Instruction

ME22N Finalize and Cancel Purchase Order

ME22N

When to Use

Use this procedure to release commitments when there is no further delivery of goods/services or invoices for a Purchase Order line item. This process will mark each PO line item as 'Delivery Complete and 'Final Invoice'.

Steps

- Identify Purchase Order to Finalize or Cancel.
- Confirm that no further delivery of good/services or invoices will be received.
- Change line(s) on Purchase Order in AMS to Finalize or Cancel.

Menu Path

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

- Logistics → Materials Management → Purchasing → Purchase Order → Change

Transaction Code

ME22N

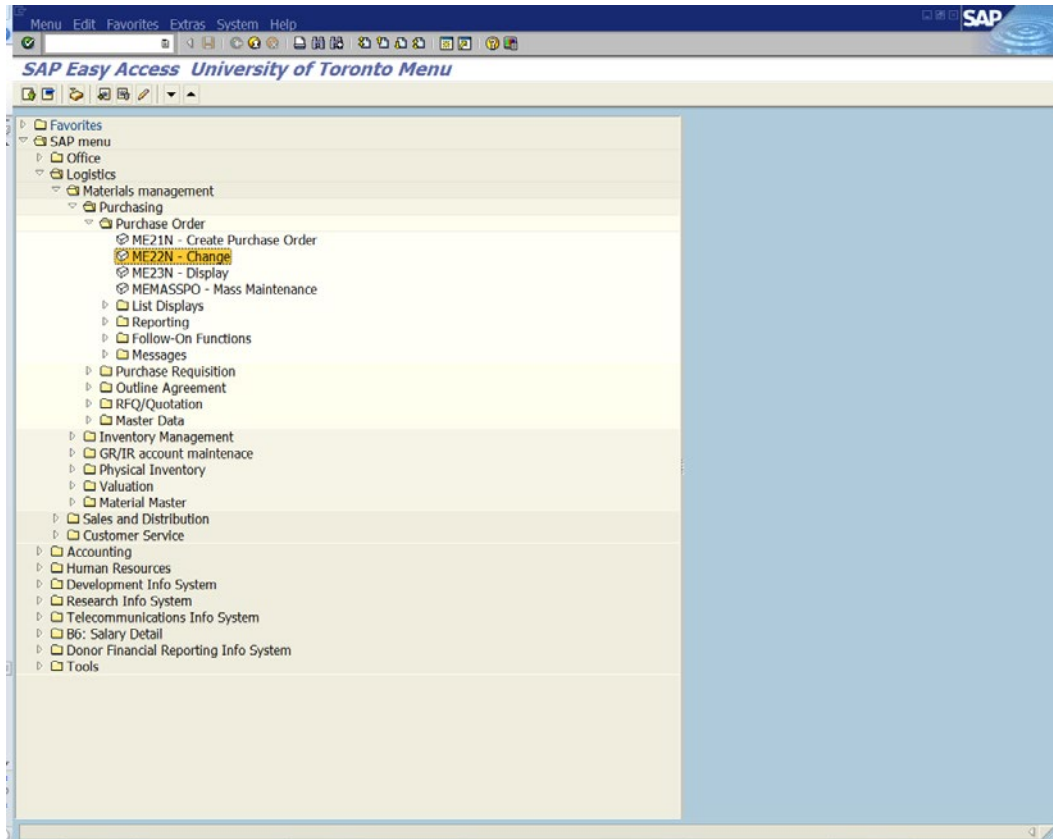
Helpful Hints

- If item has been created on a Purchase Order and is no longer needed it must be finalized or cancelled to release committed funds into FM Account free balance.
- If there is more than one item each item must be finalized or cancelled to release committed funds into FM Account free balance.

Detailed Procedure

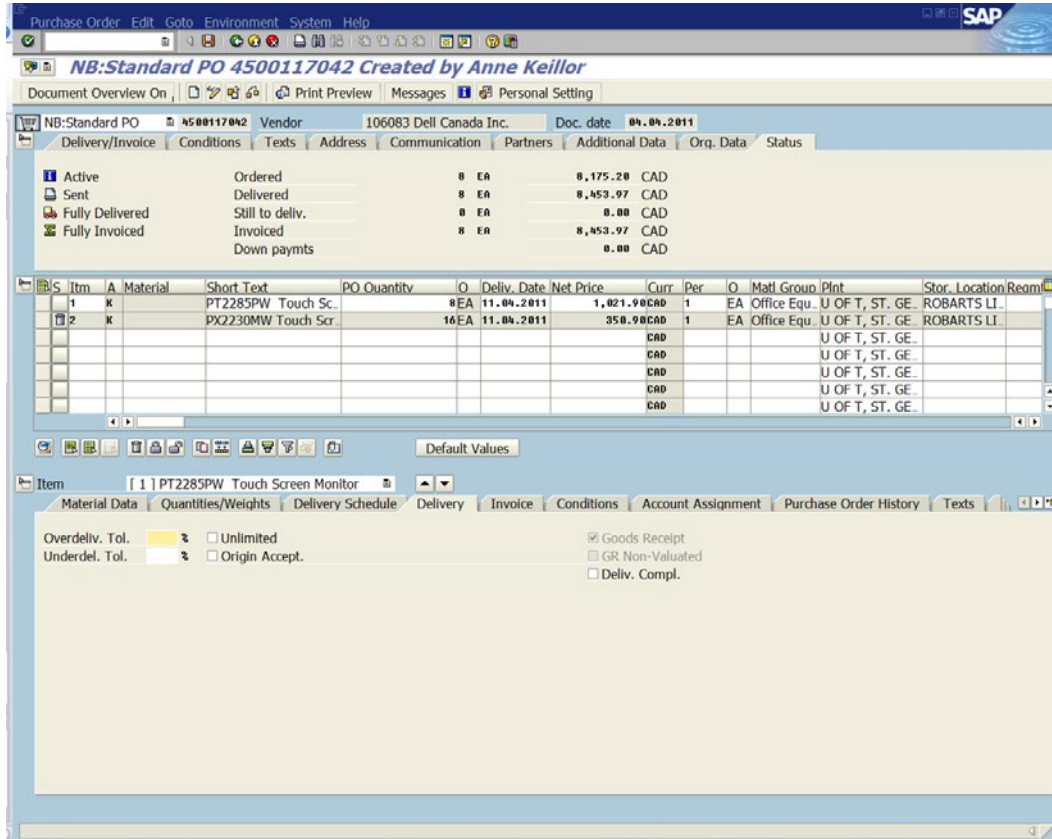
1. Start the transaction using the menu path or transaction code.

SAP Easy Access University of Toronto Menu



2. Double-click  ME22N - Change.

NB:Standard PO 4500117042 Created by Username



The screenshot shows the SAP Purchase Order (PO) interface for document 4500117042. The vendor is 106083 Dell Canada Inc. and the document date is 04.04.2011. The status is 'Active'. The PO is for 8 EA of PT2285PW Touch Sc. (Net Price 1,021.90 CAD) and 16 EA of PX2230MW Touch Scr. (Net Price 350.90 CAD). The total net price is 1,372.80 CAD. The PO is fully invoiced.

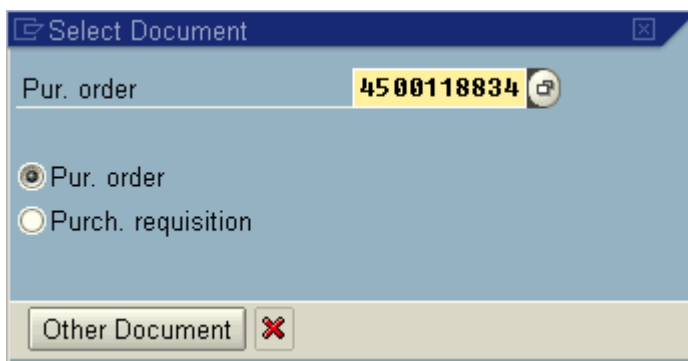
Stat	Item	Material	Short Text	PO Quantity	Deliv. Date	Net Price	Curr	Per	O	Matl Group	Plnt	Stor. Location	Room
8 EA	1	K	PT2285PW Touch Sc.	8	11.04.2011	1,021.90	CAD	1	EA	Office Equ.	U OF T, ST. GE.	ROBARTS LI.	
16 EA	2	K	PX2230MW Touch Scr	16	11.04.2011	350.90	CAD	1	EA	Office Equ.	U OF T, ST. GE.	ROBARTS LI.	



Transaction will automatically display the last Purchase Order that was opened.

- Click  or Select **Purchase Order** → **Other Order** to select a different Purchase Order.

Select Document

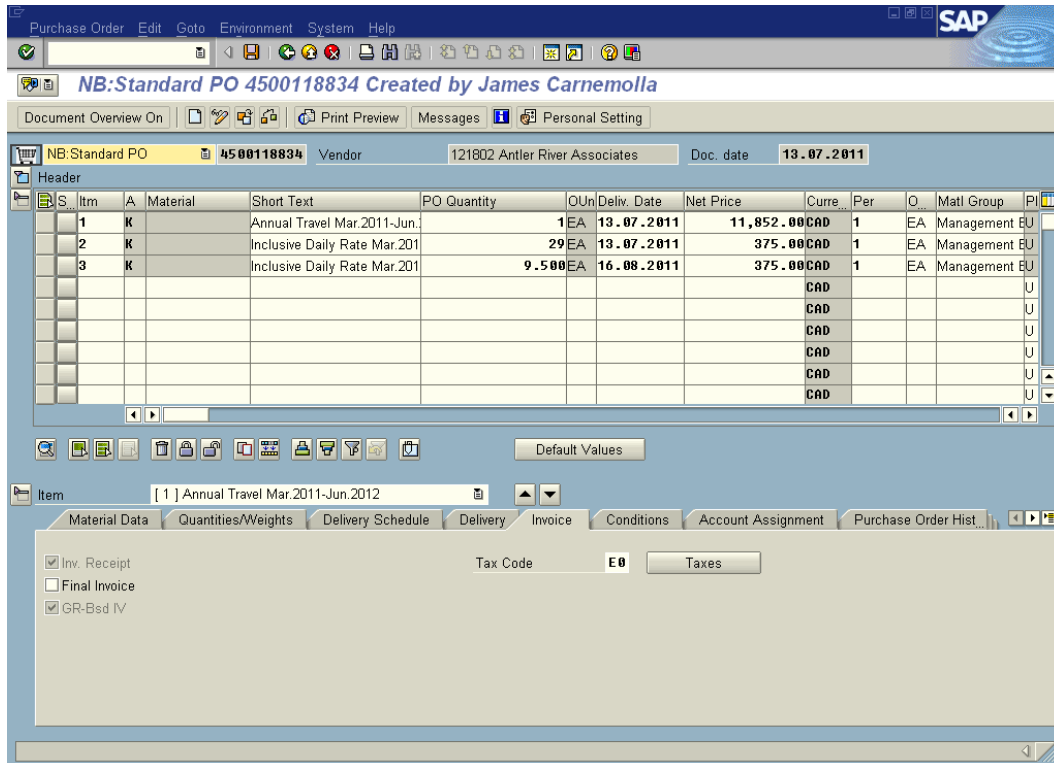


The 'Select Document' dialog box shows the current selection as 'Pur. order' with document number 4500118834. Below this, there are radio buttons for 'Pur. order' (selected) and 'Purch. requisition'. At the bottom, there is a button labeled 'Other Document' with a red 'X' icon next to it.

3.1 Enter the Purchase Order Document Number to be changed.

4. Click **Other Document** or Enter to select the Purchase Order document.

NB:Standard PO 4500118834 Created by Username



The screenshot shows the SAP Purchase Order interface. The title bar reads "Purchase Order Edit Goto Environment System Help" and the SAP logo is in the top right. The main title is "NB:Standard PO 4500118834 Created by James Carnemolla". Below this is a toolbar with "Document Overview On", "Print Preview", "Messages", and "Personal Setting".




The main content area shows the following details:

- Document: NB:Standard PO 4500118834
- Vendor: 121802 Antler River Associates
- Doc. date: 13.07.2011

The **Header** table is as follows:

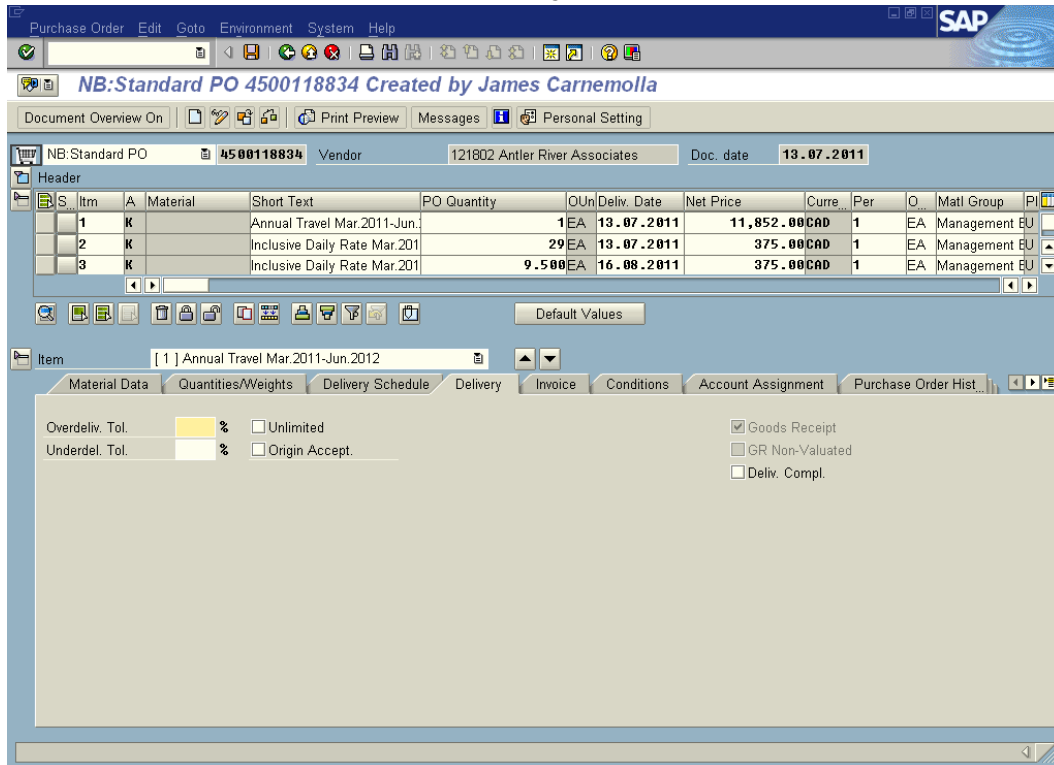
S	Item	A	Material	Short Text	PO Quantity	OU	Deliv. Date	Net Price	Curre	Per	O	Matl Group	Pl
1	K			Annual Travel Mar.2011-Jun.	1	EA	13.07.2011	11,852.00	CAD	1	EA	Management EU	
2	K			Inclusive Daily Rate Mar.201	29	EA	13.07.2011	375.00	CAD	1	EA	Management EU	
3	K			Inclusive Daily Rate Mar.201	9.500	EA	16.08.2011	375.00	CAD	1	EA	Management EU	
									CAD				U
									CAD				U
									CAD				U
									CAD				U
									CAD				U
									CAD				U

Below the table is a "Default Values" button. The **Item** section shows "[1] Annual Travel Mar.2011-Jun.2012". The tabs below are: Material Data, Quantities/Weights, Delivery Schedule, Delivery, Invoice, Conditions, Account Assignment, and Purchase Order Hist... The **Delivery** tab is active, showing checkboxes for "Inv. Receipt" (checked), "Final Invoice" (unchecked), and "GR-Bsd IV" (checked). A "Tax Code" field contains "E0" and a "Taxes" button is visible.

5. In the *Item* details section at the bottom of the screen click  or   to scroll through and select the item to be Finalized/Canceled.

6. Click the **Delivery** Tab for the selected item.

NB:Standard PO 4500118834 Created by Username



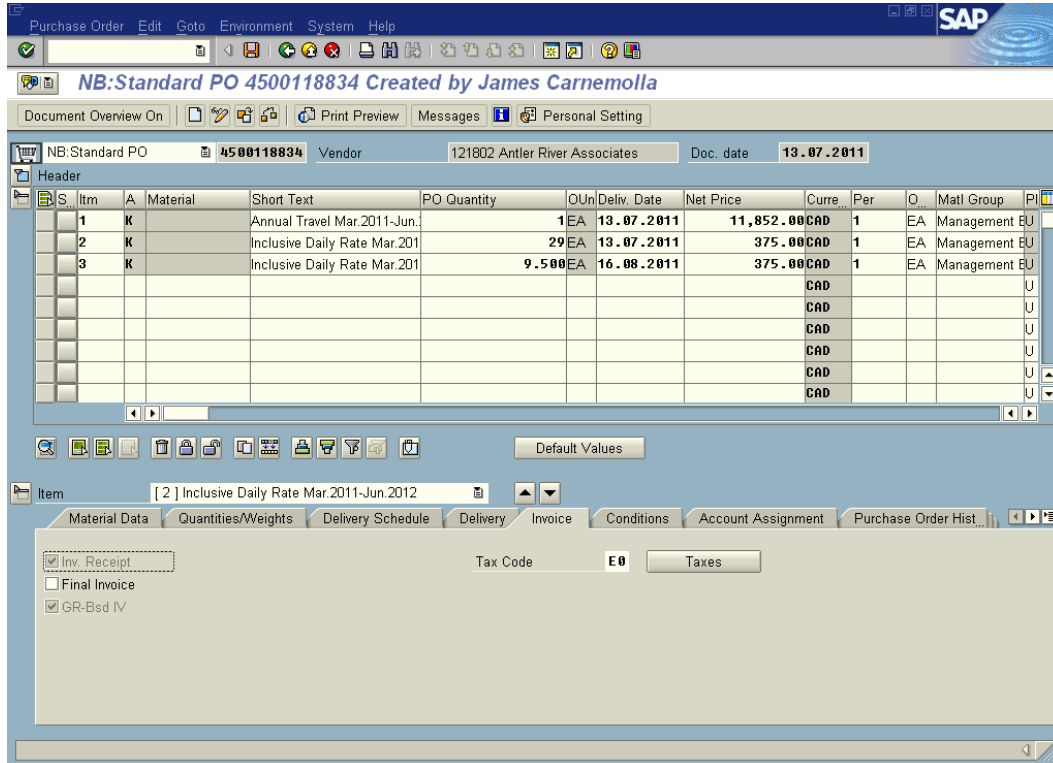
The screenshot shows the SAP Purchase Order (PO) interface. The main window displays the PO header and a table of items. The selected item is 'Annual Travel Mar.2011-Jun.2012'.

S	Item	A	Material	Short Text	PO Quantity	UoM	Deliv. Date	Net Price	Curre	Per	O	Matl Group	Pl
	1	K		Annual Travel Mar.2011-Jun.	1	EA	13.07.2011	11,852.00	CAD	1	EA	Management EU	
	2	K		Inclusive Daily Rate Mar.201	29	EA	13.07.2011	375.00	CAD	1	EA	Management EU	
	3	K		Inclusive Daily Rate Mar.201	9.500	EA	16.08.2011	375.00	CAD	1	EA	Management EU	

The 'Item' view for 'Annual Travel Mar.2011-Jun.2012' is open, showing the 'Invoice' tab. The 'Deliv. Compl.' checkbox is currently unchecked.

7. Check the Deliv. Compl. indicator to mark the item as complete.
8. Click the **Invoice** Tab for the selected item.


NB:Standard PO 4500118834 Created by Username



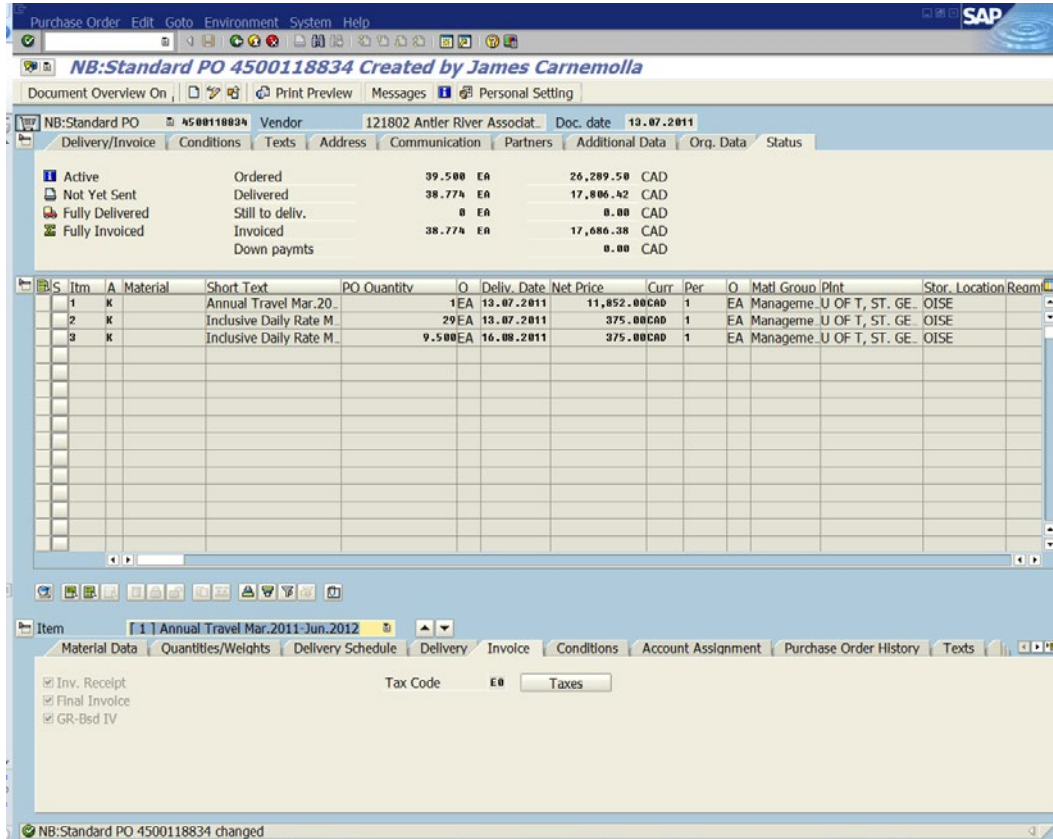
The screenshot shows the SAP Purchase Order (PO) interface. The header information includes PO number 4500118834, Vendor 121802 Antler River Associates, and Document Date 13.07.2011. The main table lists three items:

S	Item	A	Material	Short Text	PO Quantity	UoM	Deliv. Date	Net Price	Currency	Per	O	Matl Group	Pl
	1	K		Annual Travel Mar.2011-Jun.	1	EA	13.07.2011	11,852.00	CAD	1	EA	Management	EU
	2	K		Inclusive Daily Rate Mar.201	29	EA	13.07.2011	375.00	CAD	1	EA	Management	EU
	3	K		Inclusive Daily Rate Mar.201	9.500	EA	16.08.2011	375.00	CAD	1	EA	Management	EU

The 'Item' details for 'Inclusive Daily Rate Mar.2011-Jun.2012' are shown below the table. The 'Final Invoice' checkbox is currently unchecked.

9. Check the Final Invoice indicator to mark the item as complete.
10. Repeat Steps 5 to 9 for other items as required.
11. Click  to save changes.

NB:Standard PO 4500118834 Created by Username




The screenshot shows the SAP Purchase Order (PO) interface for document 4500118834. The vendor is 121802 Antler River Associat. and the document date is 13.07.2011. The status is 'Active'. The table below shows the PO items:

S	Itm	A	Material	Short Text	PO Quantity	O	Deliv. Date	Net Price	Curr	Per	O	Matl Group	Plnt	Stor. Location	Reqm
1	K			Annual Travel Mar.20	1	EA	13.07.2011	11,852.00	CAD	1	EA	Manageme	U OF T, ST. GE.	OISE	
2	K			Inclusive Daily Rate M	29	EA	13.07.2011	375.00	CAD	1	EA	Manageme	U OF T, ST. GE.	OISE	
3	K			Inclusive Daily Rate M	9.500	EA	16.08.2011	375.00	CAD	1	EA	Manageme	U OF T, ST. GE.	OISE	

At the bottom of the screenshot, a status bar displays the message: **NB:Standard PO 4500118834 changed**.



The system displays the message  **NB:Standard PO 4500118834 changed**

End of procedure.

Resource Information:



Contact your FAST team representative for additional assistance using this function.

[http://finance.utoronto.ca/wp-content/uploads/2015/11/Purchase-Order-Create-Converted.pdfm](#)

Reference Guides:

Purchase Order Create:

<http://finance.utoronto.ca/wp-content/uploads/2015/11/Purchase-Order-Create-Converted.pdfm>

Goods Receipt Create: [http://finance.utoronto.ca/wp-content/uploads/2015/11/GR-Create-Converted.pdfm](#)

Invoice Create: <http://finance.utoronto.ca/wp-content/uploads/2015/11/Create-Invoice-or-Credit-Memo-purchase-order-related-Converted.pdfm>