

How to terminate purchase orders

Termination should be used as a final measure. Terminated orders cannot be re-opened. Please, ensure that there will be no further activity involving the purchase order (i.e more invoices or goods coming through, existing invoices awaiting payment, etc.) before you Terminate it. Please use with care.

Step 1 – Go to Procurement – Purchase orders- Purchase order follow up- Purchase order amendment

The screenshot displays the UNIT4 Business World interface for St George's University of London. The left sidebar contains a 'Menu' with various categories. A red arrow points to the 'Procurement' option in the menu. The main content area is divided into several sections:

- Procurement**
 - Invoice accounting templates
 - Accounting template enquiry
 - Invoice control maintenance
- Internal orders**
 - Internal orders
 - Enquiries
- Procurement invoices**
 - Registration of incoming invoices
 - Posting of incoming invoices
 - Enquiries
- Requisitions**
 - Requisitions - advanced
 - Requisitions - standard
 - Requisitions - allocate PO number
 - Requisitions - simple
 - Requisitions - product explorer
 - Enquiries
 - Your purchases
- Purchase orders**
 - Purchase order
 - Purchase order printout
 - Purchase order follow up
 - Purchase order amendment** (highlighted with a yellow background and a red arrow)
 - Manual order confirmation
 - Goods received
 - Enquiries
- Supplier information**
 - Suppliers
 - Supplier group
 - Statement of accounts
 - Payment recipient
 - Maintenance of open items

Step 2 – Enter PO Number and <Tab> to bring up PO details

UNIT4 Business World

SL Purchase order amendment

Purchase order amendment

Purchase order

Purchase order number* 0 ...

Confirm date

Currency

Status* Not ordered

Supplier

Contract

External ref

Acknowledged

Purchase order details

	Status	Product	Description	Unit	Amt. use	Quantity	Price	Discount percent	Discount	Order amount	Delivery date
☐											
☐											
☐											

- **Step 3 – Select “Terminated” from the Status drop-down menu**

UNIT4 Business World

SL Purchase order amendment

Purchase order amendment

Purchase order

Purchase order number* 20093957 ...

Confirm date 10/7/2019

Currency GBP

Status* Terminated

Supplier 100243 Merck Chemicals Ltd

Contract

External ref

Acknowledged

Purchase order details

	Status	Product	Description	Unit	Amt. use	Quantity
☐	Terminated	LD04	107222 peracetic acid 38-...	EA		0.00

Step 4 – Press SAVE

Step 5 – Terminate one line in a PO

- Tick the box next to line you want to terminate and select **“Terminate”** (highlighted in red box) below the order line.

The screenshot shows a web interface for managing a Purchase Order. At the top, there are fields for currency (GBP), company (GB Sterling), and a user name (Elliott King). Below these is a 'Status' dropdown menu set to 'Finished' and an 'Acknowledged' checkbox. The main section is titled 'Purchase order details' and contains a table with columns for a checkbox, 'Status', and 'Product'. The table has two rows: one with 'Finished' status and 'RA03' product, and another with 'Ordered' status and 'RA03' product. The 'Ordered' row is highlighted in blue, and its checkbox is checked and enclosed in a red box. Below the table is a row of buttons: 'Add', 'Delete', 'Ordered', 'Park', 'Close', 'Terminate' (highlighted in a red box), and 'Reset'. At the bottom, there is a 'Save' button (highlighted in a red box) and other buttons like 'Clear', 'Reports / Guides', 'Log book', and 'Order confirmation history'.

- Message will pop up press **“Yes”**

The screenshot shows a confirmation dialog box with a close button (X) in the top right corner. The dialog contains an information icon (i) and the text: 'Order line 1: Delivered: 1, Posted: 1. Are you sure you want to terminate this order line?'. Below the text are two buttons: 'Yes' and 'No'.

- Press **SAVE**

The screenshot shows a success message dialog box with a close button (X) in the top right corner. The dialog has a green header bar with a checkmark icon and the word 'Success'. Below the header, it says: 'Changes on order ~~20106599~~ have been saved'. At the bottom, there is an 'OK' button highlighted in a red box.