



# FRONTLINE PROCEDURES

Pasadena ISD

**ENTRY POINT:**  
Receive

REVISED DATE: 08/15/2022

**SUBJECT:** Cancel Remaining

Entry Point: **Receive**

Receiving Search

Receiving Search | Purchase Order Receiving | Asset

Search Criteria

Purchase Order Number: 22000531 Vendor:

Description:  Part Number:

Min Date:

**Q Search**

Enter **Purchase Order Number**  
Click **Search**

Receiving Search

Receiving Search | Purchase Order Receiving | Asset

Search Criteria

Purchase Order Number: 22000531 Vendor:

Description:  Part Number:

Min Date:

**Q Search**

**Purchase Orders** 1 Record

Purchase Order Number	Vendor Name	Requestor	Stock Number	Long Description	PO Line Num	Unit of Measure	Ordered Quantity	Received Quantity	Expected Quantity	Canceled Quantity	Free Quantity Recvd	Warehouse Item Number	Storage Location
22000531	HARRIS COUNTY DEPT OF EDUC	Rodriguez, Alba Querem		Storage-16MM tapes/film	2207	BL	10.0	8.25	1.75	0.0	0.0		

**Receive/Cancel**

Highlight Purchase Order line  
Click **Receive/Cancel**



# FRONTLINE PROCEDURES

Pasadena ISD

**ENTRY POINT:**  
Receive

REVISED DATE: 08/15/2022

**SUBJECT: Cancel Remaining**

Purchase Order Receiving

Selected Position: 7042    Role Name: Specialist - Business and Finance (Support)    PO Num: 22000531    Vendor: HARRIS COUNTY DEPT OF EDUC    Order From: HARRIS COUNTY DEPT OF EDUCATION  
Ship-To Location: Accounting    Status: Sent    Stage: PO    PO Creation Date: 09-03-2021

Receiving Search: Purchase Order Receiving    Asset

Receiving Details

Show: ☒ Yes    Received Date: 08-18-2022    11:40 AM

Cancel?: ☐ No    [Configure columns](#)

Requestor	Stock Number	Long Description	PO Line Num	Unit of Measure	Ordered Quantity	Previously Received	Expected Quantity	Received Quantity	Free Quantity Recvd	Qty. Canceled	Cancel Reason	Not Delivered Quantity	Asset Review Decision	Potential Asset	Existing Assets
Accounting		Storage-16MM tapes/film	2207	BL	10.0	8.25	1.75	0.0	0.0	0.0		1.75	Not Reviewed		

Receiving Attachments

Deleted Attachments

[Save](#)    [Cancel](#)

**Show Cancel?** Select, **Yes** This will bring up Qty. Canceled & Cancel Reason Column

Purchase Order Receiving

Selected Position: 7042    Role Name: Specialist - Business and Finance (Support)    PO Num: 22000531    Vendor: HARRIS COUNTY DEPT OF EDUC    Order From: HARRIS COUNTY DEPT OF EDUCATION  
Ship-To Location: Accounting    Status: Sent    Stage: PO    PO Creation Date: 09-03-2021

Receiving Search: Purchase Order Receiving    Asset

Receiving Details

Show: ☒ Yes    Received Date: 08-18-2022    11:40 AM

Cancel?: ☐ No    [Configure columns](#)

Requestor	Stock Number	Long Description	PO Line Num	Unit of Measure	Ordered Quantity	Previously Received	Expected Quantity	Received Quantity	Free Quantity Recvd	Qty. Canceled	Cancel Reason	Not Delivered Quantity	Asset Review Decision	Potential Asset	Existing Assets
Accounting		Storage-16MM tapes/film	2207	BL	10.0	8.25	1.75	0.0	0.0	1.75		1.75	Not Reviewed		

Receiving Attachments

Deleted Attachments

[Save](#)    [Cancel](#)

**Cancel Reason Dropdown:**

- DAMAGED
- INCORRECT ITEMS
- SUBSTITUTE ITEMS
- MISSING PARTS
- INCORRECT QUANTITY
- PREVIOUSLY CANCELED
- SHIPPING
- OTHER, (SEE NOTES)
- ITEM NOT RECEIVED
- CANCEL REMAINING

Enter the Amount/ Qty needing to cancel under **Qty. Canceled** column

Click on the yellow space to bring up the drop down menu of the Cancel Reason

Select the **Cancel Reason**



# FRONTLINE PROCEDURES

Pasadena ISD

ENTRY POINT:  
Receive

REVISED DATE: 08/15/2022

SUBJECT: Cancel Remaining

Purchase Order Receiving

Selected Position: 7042      Role Name: Specialist - Business and Finance (Support)      PO Num: 2200531      Vendor: HARRIS COUNTY DEPT OF EDUC      Order From: HARRIS COUNTY DEPT OF EDUCATION  
Ship-To Location: Accounting      Status: Sent      Stage: PO      PO Creation Date: 09-03-2021

Receiving Search    **Purchase Order Receiving**    Asset

Receiving Details

Show: ☒ Yes    Received Date: 08-18-2022    11:40 AM

Cancel?: ☐ No

Configure columns

Requestor	Stock Number	Long Description	PO Line Num	Unit of Measure	Ordered Quantity	Previously Received	Expected Quantity	Received Quantity	Free Quantity Recvd	Qty. Canceled	Cancel Reason	Not Delivered Quantity	Asset Review Decision	Potential Asset	Existing Assets
Accounting		Storage-16MM tapes/film 2207	BL	10.0	8.25	1.75	0.0	0.0	1.75	CANCEL REMAINING	1.75	Not Reviewed			

Receiving Attachments

Deleted Attachments

Save    Cancel

Hit tab  
Click **Save**

11:40 AM

**Packing Slip**

PO Line Num: 2207

Packing Slip ID:

Vendor's Invoice Number:

Do **NOT** enter anything here

Save    Cancel

Canceled

1.75

Do **NOT** enter anything into these fields  
Click **Save**