RECALLING PURCHASING DOCUMENTS

If You Receive a PIP, Do Not Recall the Document

If you receive an approval PIP that has the status of proposed as shown below, do not recall the document and change it yourself. This will further delay the payment because the Financial Management Services analyst will have no idea that you modified the document. Instead, follow the procedures for responding to the PIP and allowing the Financial Management Services analyst change the document.

Recalling Procedures

1. *Skip if document has not completed routing.* Proceed to Screen 242. Type in the document number and press <Enter>. Notice that the message line says, “F6525 Update not allowed because document has completed routing.”
2. **Skip if the document has not completed routing.**  
   1) Press the PF7 Route key.  
   2) Type a ‘Y’ to submit into routing and approval. You will now be identified as the original creator of the document.

3. Next, proceed to Screen 912, your out-box.  
   1) Search for the document by putting the 12-character document number into the “Document” field. Press enter.  
   2) Place the cursor next to the document.  
   3) Press the PF5 Recall button. A pop-up box will appear.  
   4) Type ‘Y’ to confirm the recall. Press enter.
4. Enter your reason for recalling the document and press enter. Keep in mind that others can read your routing notes.

```
F2202 Mark field with an "X" to select
912 Document Out-Box 10/20/00 16:50
CC AM
Screen: ___ Form: ___ Document: PLPAML100003 Finished: N

Please enter a reason for recalling this document:

Change in price.

PF4 to exit  PF12 to cancel
```

5. You will see a note in the message line that says, “Document has been recalled to the creator.”

```
2224 Document has been recalled to the creator
912 Document Out-Box 10/20/00 16:51
CC AM
Screen: ___ Form: ___ Document: PLPAML100003 Finished: N

PANEL: 01MORE>>
Sel Document ID N Doc Summary Status
--- ------------ - --------------------------------------- ---
_ PLPAML100003 * PENCILS PROPOSED
_ PLPAML600068 * FILE CABINETS REJECTED
```
6. If you proceed to Screen 910, your in-box, you will see the document. The Type will be “C” and the status will be “Recalled.” Since it is in your in-box, you may make changes to the document.

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Office: __________</th>
<th>Desk: __________</th>
<th>Form: ___</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sel Document ID N</td>
<td>Doc Summary</td>
<td>Typ</td>
<td>Status</td>
</tr>
<tr>
<td>---------------</td>
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</tr>
<tr>
<td>PLPAML100003</td>
<td>* PENCILS</td>
<td>C</td>
<td>RECALLED</td>
</tr>
</tbody>
</table>

7. To make your changes, proceed to Screen 243 to re-open the document. After you have made your corrections, proceed to Screen 242, close the document and route it. Once you send it back into routing, it will disappear from your in-box.