**How to remove Commitment**

PO commitment can be removed by using the **Rest Cancelled** function on the manual GRN screen

Once a GRN has been done, this moves the commitment from the PO **Remaining Amount** to a GRN **Remaining Amount**.

**GRN commitment cannot be removed by the user.**

Once a GRN has been matched to an Invoice, this moves the commitment from the GRN **Remaining Amount** to a PIN (Purchase Invoice) **Remaining Amount**.

**PIN (Purchase Invoice) and SIN (Supplier Invoice) commitment cannot be removed by the user.**

**Only PO Commitment can be removed by users – this can be done using the Rest Cancelled function on the manual GRN screen**

**Process for assessing/removing Commitment:**

1. **Are further deliveries or Invoices expected on the PO?**
   1. **Yes** – deliveries are expected **for full remaining PO Qty**

**Action -** Leave the PO

* 1. **Yes** – deliveries are expected **but only for a part of the remaining PO Qty**

**Action - GRN on Delivery for the delivered Qty with the Rest Cancelled check box ticked**

This will remove the unwanted commitment on the PO

* 1. **No** – **no more deliveries** **expected**

**Action - GRN on Delivery zero Qty with the Rest Cancelled check box ticked**

This will remove the unwanted commitment on the PO

**Refer to training document for detailed guide on releasing commitment** [**here**](https://moss.strath.ac.uk/developmentandtraining/FMS/ResourceLibrary/Purchasing%20on%20FMS.pdf)

Note that the **Rest Cancelled** button has been removed and **we can now only use the Rest Cancelled check box.**