

Cancel Reserve Active Duty Orders

Introduction This guide provides the procedures for Cancelling Reserve Active Duty Orders.

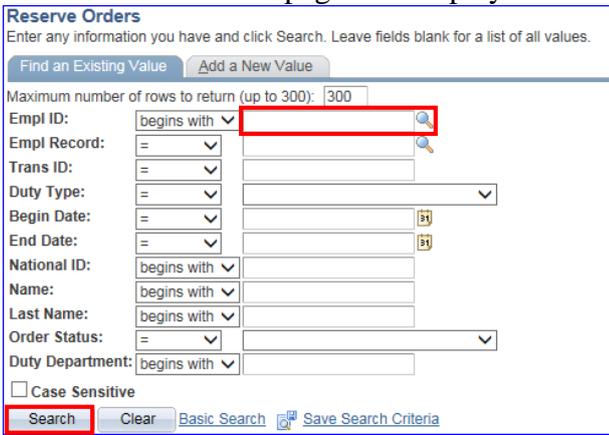
Key Points Reserve Active Duty Orders must be Cancelled by the Servicing Personnel Office (SPO), and may require SPO Auditor Approval when cancelled.

Direct Access does not report Cancelled orders to the Finance and Procurement Desktop (FPD) system. If TONO and Accounting Data has been assigned to the orders, SPOs must report cancellation to the accounting issuing authority.

There are two available options for cancelling orders:

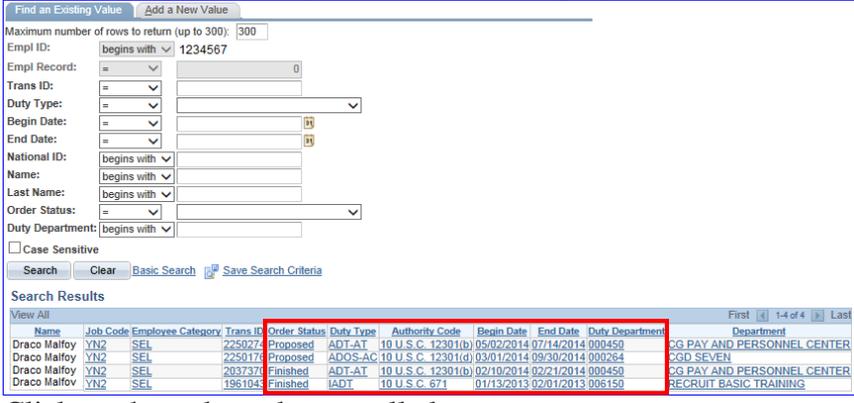
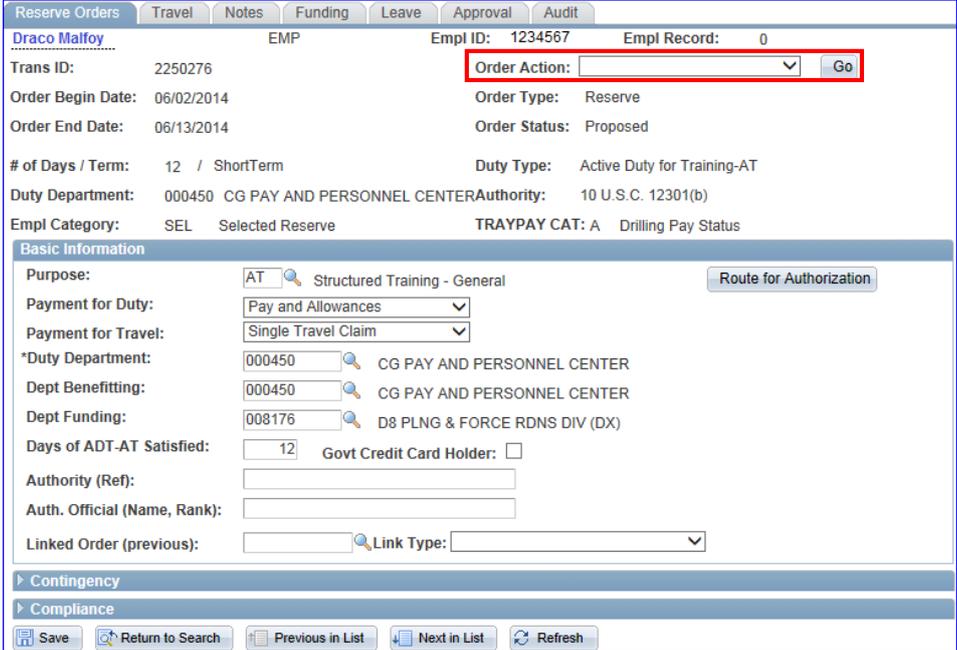
- **Cancel Order** – When cancelling orders whether or not TONO and Accounting Data has been issued.
- **Cancel Order and TONO** – Do **NOT** use this option.

Procedures See below.

Step	Action
1	<p>Select the Reserve Orders link from the Reserve Administration pagelet.</p>  <p>The screenshot shows a window titled "Reserve Administration" with a list of links. The "Reserve Orders" link is highlighted with a red rectangular box.</p>
2	<p>The Reserve Orders page will display.</p>  <p>The screenshot shows the "Reserve Orders" search interface. It includes a search bar, a "Search" button highlighted with a red box, and various filter options like "Empl ID", "Trans ID", "Duty Type", etc.</p> <p>Enter the member's Empl ID number and click the Search button.</p>

Cancel Reserve Active Duty Orders, Continued

Procedures,
continued

Step	Action
<p>3</p>	<p>All Reserve Active Duty Orders will be displayed.</p>  <p>Click on the order to be cancelled.</p>
<p>4</p>	<p>The order for cancellation will display.</p>  <p>The cancellation will be completed using the Order Action drop-down.</p>

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Cancel Reserve Active Duty Orders, Continued

Procedures,
continued

Step	Action
<p data-bbox="252 495 272 524">5</p>	 <ul style="list-style-type: none"> • Check the Funding tab to verify if TONO and Accounting Data has been issued. • Click the Order Action drop-down • Cancel Order – <ul style="list-style-type: none"> ○ If TONO and Accounting Data has NOT been issued, Select the Cancel Order option and click the Go button. Click the Save button. The Order Status will update to Cancelled. No further action is required. ○ If TONO and Accounting Data HAS been issued, select the Cancel Order and TONO option and click the Go button. Click the Save button. The orders must be routed for SPO Approval. After approval, the Order Status will update to Cancelled. Report the cancellation to the source of the accounting data, usually the District (DXR) so the Finance and Procurement Desktop (FPD) system can be updated. • Cancel Order and TONO – Do NOT use this option.
<p data-bbox="252 1382 272 1411">6</p>	<p data-bbox="331 1382 949 1411">The Order Status will be updated to Cancelled.</p> 