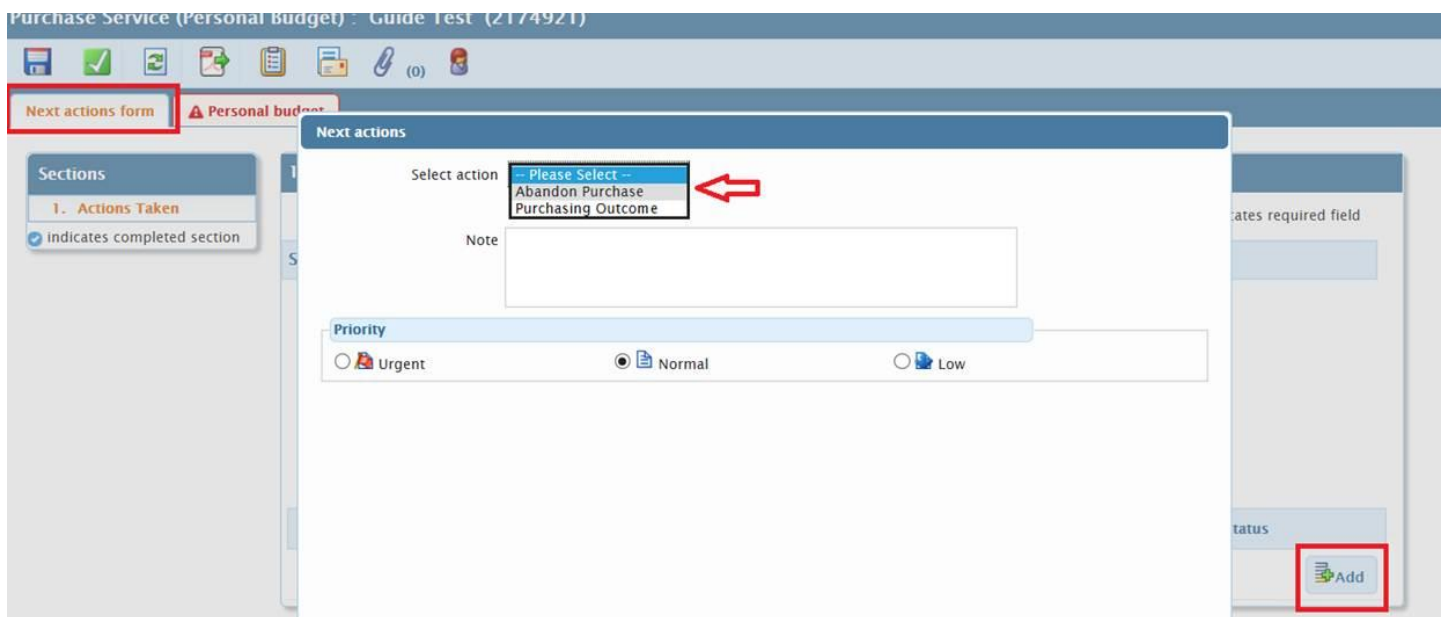# Using 'Abandon Purchase' in a purchasing workflow step

There are two actions available, in a purchasing workflow step.

Generally, you will use the next action of 'Purchasing Outcome', to ensure the proposed services/ changes created in this step take effect, and to finish the workflow.

The other action available is 'Abandon Purchase':

This option can be used if:

- You have started a purchasing workflow step, saved and closed, and realise you no longer require it (previously you would need to complete the mandatory aspects and finish the step, to remove/ end the workflow)

- You want to abandon any proposed changes to the service/s you've made in the purchasing step (because it's no longer required, or because you need to start again)

- You want to abandon any new proposed service/s you've added in a purchasing step (because it's no longer required, or because you need to start again)

- You are experiencing errors in that particular purchasing step, and IT have advised this
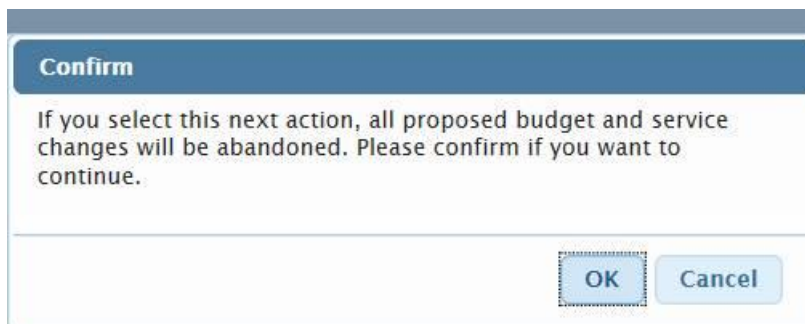
By using this next action, it will not alter any existing services that were in place. Services will be as they were, before you started the purchasing step.

How to use it:

1. Select *Abandon Purchase* from the Next actions tab, and add and close (as shown above).

2. You will see this message:

It is informing you that any proposed changes to the services or the budget will be abandoned (again, not affecting existing budgets and services already in place prior to opening the purchasing step).

Select OK

3. Select the finish button from the toolbar (green tick).

It does not matter if the personal budget tab is red, and looks like it requires attention.

You do not need to complete the mandatory elements in this workflow step, if you are abandoning the changes you've made.

It will let you finish this step.

4. You will notice the purchasing workflow is no longer there under current work or in your work folder. It is as if you never created one.

You can immediately start another purchasing step if required.