Using the Cancel Feature

Chapter 11
Using the Cancel Feature

Section Objectives

At the end of this section, you should be able to:

- Use the Cancel feature to modify Approved Purchase Orders
Cancel a PO Line Item

- The Cancel feature zero’s out uninvoiced quantities on Purchase Orders.
- It can be used to cancel individual lines of a PO or the entire PO.
- You may want to cancel a PO if you create and approve a PO, but never place the order with the supplier. You might also want to use the Cancel feature when you return individual line items or all of the items on a PO.
- Rejected orders can also be canceled.

Cancel the PO line for the blue cover gowns.

1. Navigate to the Orders screen

2. Click on the Lines Tab

3. Search for the order for Benco Dental Supply. Search by:
   - Supplier Name
   - Order Number
   - Buyer name & Order Date

4. Select the line for the blue cover gowns

5. Select Cancel for the Select Line Drop-down menu. Click Go.
Cancel a PO Line Item

6. Enter Reason and Click Apply.

7. Canceled lines are not deleted. The dollar amount is zero and the status of Line 2 is Canceled.

8. If the order is opened for updating, canceled lines do not display.
Cancel a PO

- Rejected or Approved orders can be canceled.

1. Search for the PO for Benco Dental Supply

2. Select Cancel and Click Go.
Cancel a PO

3. Enter the reason for canceling and click Apply.

4. The order total is 0.00 and the Status is Canceled.