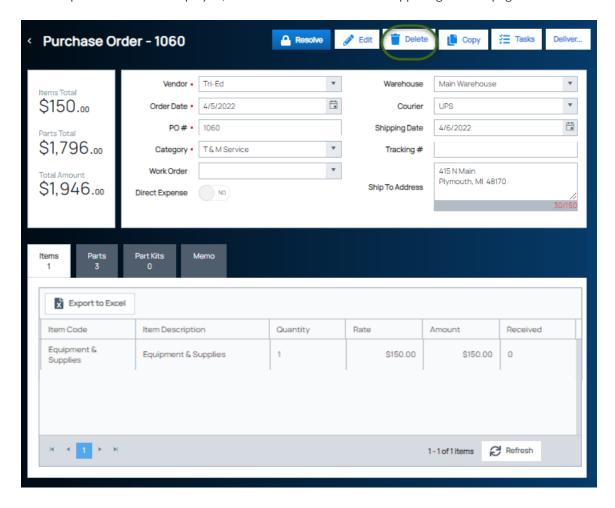
Delete a Purchase Order

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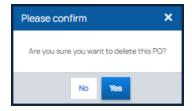
You can delete a purchase order if it has not been received, resolved, or bills have not been linked to it.

You can delete a purchase order from the vendor record or from the Open Purchase Order list.

Once the purchase order is displayed, click the **Delete** button at the upper right of the page.



A confirmation message opens. If you are certain you want to delete the purchase order, click the Yes button.



- ${\bf 1.}\ \ When you delete\ a\ purchase\ order, it\ is\ inactivated\ not\ deleted.$
- 2. Inactivated purchase orders are displayed in the Purchase Orders grid when you click the **Show all POs** switch.
 - a. The Voided column with yes/no appears only when the Show all POs switch is YES.
 - b. The changes are reflected IN both the Accounts Payable > Purchase Orders grid and in the Accounts Payable > Vendors > Vendor details > Purchase Orders grid.
- 3. Inactivated purchase orders are not displayed as an option in the PO drop down when creating or editing a bill, receipt, or credit in Accounts Payable.

- 4. Inactivated (voided) purchase order details cannot be edited. (However, they can be copied.)
- 5. On the purchase order details page, the the purchase order Status field is no longer shown; the status is under the purchase order number.
- 6. Deleted purchase orders show the status text Voided in red under the purchase order number.
- 7. A work order part that was linked to an inactive direct expense purchase order has its link removed so the purchase order does not display it. If a work order part had two purchase orders and the last one was removed, the work order part switches to displaying the previously created purchase order that is still active.
- 8. The reserved part ledger entry is adjusted when a direct expense purchase order linked to a work order is deleted.

A reserved part ledger entry is generated when a work order is saved with a part that has a stock flag turned on (the entry is on the work order Part Ledger tab). It indicates how many are committed to be pulled from an associated warehouse (part/work order/default warehouse). Since direct expense purchase order parts are not pulled from a warehouse, the quantity of a purchase order part is subtracted from the reserved part ledger entry quantity (status = Committed).