

Delete a Purchase Order

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A Purchase Order may be deleted if it has not been received, resolved or bills have not been linked to the PO.

A purchase order may be deleted from the vendor record, or from the Open Purchase Order list.

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

The screenshot shows the 'Purchase Order - 1060' interface. At the top right, there are several action buttons: 'Resolve', 'Edit', 'Delete' (circled in green), 'Copy', 'Tasks', and 'Deliver...'. Below these buttons, the form is divided into two columns. The left column contains summary information: 'Items Total \$150.00', 'Parts Total \$1,796.00', and 'Total Amount \$1,946.00'. The right column contains form fields for 'Vendor' (Tri-Ed), 'Warehouse' (Main Warehouse), 'Order Date' (4/5/2022), 'Courier' (UPS), 'PO #' (1060), 'Shipping Date' (4/6/2022), 'Category' (T & M Service), 'Tracking #' (empty), 'Work Order' (empty), and 'Ship To Address' (415 N Main, Plymouth, MI 48170). A 'Direct Expense' toggle is set to 'NO'. Below the form, there are tabs for 'Items' (1), 'Parts' (3), 'Part Kits' (0), and 'Memo'. An 'Export to Excel' button is located above a table with the following data:

| Item Code | Item Description | Quantity | Rate | Amount | Received |
|----------------------|----------------------|----------|----------|----------|----------|
| Equipment & Supplies | Equipment & Supplies | 1 | \$150.00 | \$150.00 | 0 |

At the bottom of the table, there are navigation arrows, a page indicator '1', and a 'Refresh' button.

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

