

Delete a Purchase Order

Last Modified on 06/11/2025 8:21 pm EDT

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.

Purchase Order - 1060

Resolve Edit **Delete** Copy Tasks Deliver...

Items Total: \$150.00
Parts Total: \$1,796.00
Total Amount: \$1,946.00

Vendor: Tri-Ed
Order Date: 4/5/2022
PO #: 1060
Category: T & M Service
Work Order:
Direct Expense: ☐ NO

Warehouse: Main Warehouse
Courier: UPS
Shipping Date: 4/6/2022
Tracking #:
Ship To Address: 415 N Main, Plymouth, MI 48170

Items: 1 | Parts: 3 | Part Kits: 0 | Memo

Export to Excel

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

1 - 1 of 1 items Refresh

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

Please confirm

Are you sure you want to delete this PO?

No Yes

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).
