Cancelling a Purchase Order

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Once all inventory parts have been received on a purchase order, the purchase order automatically closes.

You can manually close a purchase order that has never been received or has been partially received. The SedonaOffice application allows a purchase order to be deleted, however it is recommended a PO be manually closed instead of deleting to provide an audit trail of the PO number.

Follow the instructions below to manually close a purchase order.

1. Navigate to the Main Application Menu and select Accounts Payable/Purchase Orders. The Purchase Order List opens.
2. Open the purchase order to be closed: highlight a purchase order in the list and click the Edit button or double-click on the purchase order within the list to open the PO form.
3. The purchase order opens. Located at the lower left of the purchase order form is a checkbox labeled Closed; select this option. Click the OK button when finished. The PO is removed from the open Purchase Order Listing.

It is recommended to enter a note in the Memo field to describe why the PO is being closed without completely being received. This provides a good audit trail for the future.