

Cancelling a Purchase Order

Last Modified on 10/01/2025 4:30 pm EDT

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.

Purchase Order 1108

Vendor: ADI Category: J-L.Com ☐ Direct Expense

Purchase Order

ADI
231 West 42nd St
New York, New York 10024
Phone: (800) 555-4321
Fax:

Ship To: 417 Forest
Plymouth, MI 48170

PO Number: 1108 Branch: MI Warehouse: Main-MI

Trading #: Order Date: 9/28/2012 ☐ Acknowledged

Ship Date: 9/28/2012 Method: Pickup Created By: Administrator 9/28/2012 12:49:01 PM

Parts Due Date: 9/28/2012 Costing: Edited By: Administrator 9/28/2012 12:49:01 PM

Parts: \$365.00 Expense: \$0.00 Documents: **No Special Order Parts Allowed** ☐ Select from All Parts

Part	Description	Vendor Part	Pkg Qty	Quantity	Cost	Amount	Rcvd	Std Cost	BO
1270	ULTRATECH 12	IM1270	1	25	8.75	\$218.75	0	8.75	<input type="checkbox"/>
1240	ULTRATECH 12	IM1240	1	25	5.85	\$146.25	0	5.85	<input type="checkbox"/>
*									<input type="checkbox"/>

Memo: Cancel - ordering from Tri-Ed at a lower price.

☒ Closed

Total Cost: \$365.00
Received Cost: \$0.00

OK Cancel

