

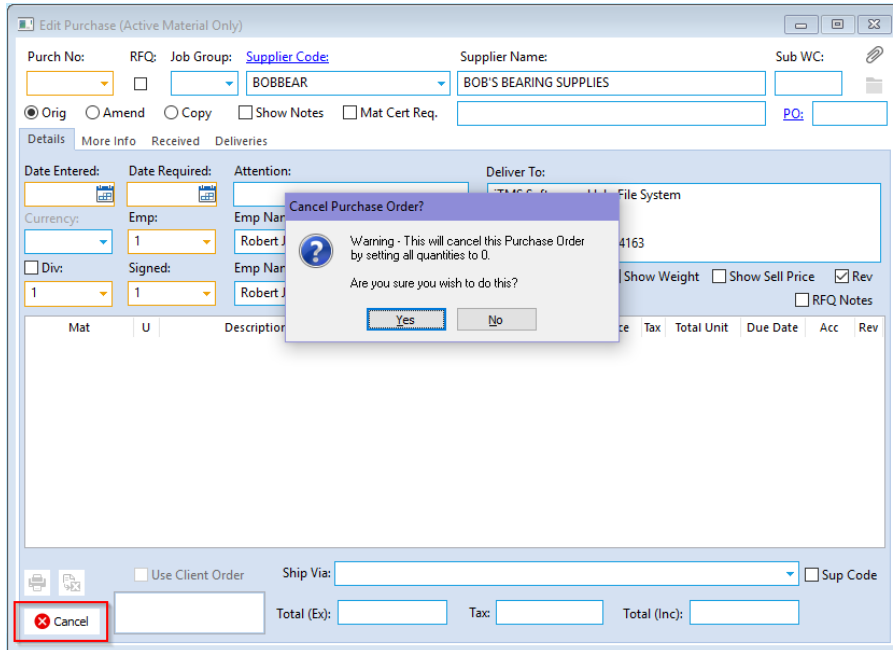
Canceling a Purchase Order

Overview:

A Purchase Order can be cancelled only if there are no deliveries against the order.

To Cancel a Purchase Order

From the OPTO ribbon, select the 'Purchasing' tab and **click** on the 'Edit Purchase' icon. In the **Purch No** field **press <F2>** and select the order from the pop-up list then **click** on OK. **Click** on the 'Cancel' button (circled below).



A Warning appears, **click** on 'Yes'. The purchase order is now cancelled (see below), **press <F9>** to save.

