Reinstating a Cancelled Purchase Order

Overview:

This procedure explains how to reinstate a purchase order after it has been cancelled.

To Reinstate a Cancelled 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 <u>OK</u>, **press** <**TAB**> to generate the window.

💷 Edit Purchase (Active Material Onl	y)									×	
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Open the 'Received' tab, **click** in the **C'ed** box (circled below), **press** <**Backspace**> then **press** <**F9**> to save.

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Reopen the purchase order, ignore that the message pane on the bottom left displays that the order is 'Fully Delivered'. Enter required quantities and edit prices if necessary.

Edit Purchase (Active Material Only)								
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Cancel Fully Delivered	Total (Ex):	\$.00 Tax:	\$.0	0 Total (Inc):	\$.00			

Press	<f9></f9>	to save.	The Purchase	Order car	now be	delivered	in and	invoiced	as normal.
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Edit Purchase (Active Material Only)								
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