
DSM061 Purchase Order Cancellation

Overview

This program is used to cancel all outstanding titles on a specific purchase order **and** print a cancellation advice to the supplier.

It looks at the purchase order line by line and works out which quantities to cancel. The status of the Purchase Order changes to a C = Completed and the warehouse stock quantities are adjusted to reflect the cancelled Purchase Order.

A ***Request to Cancel Outstanding Titles*** report is generated showing the Order quantity, Invoiced quantity and Outstanding quantity to be cancelled.

Examples

This section illustrates examples concerning:

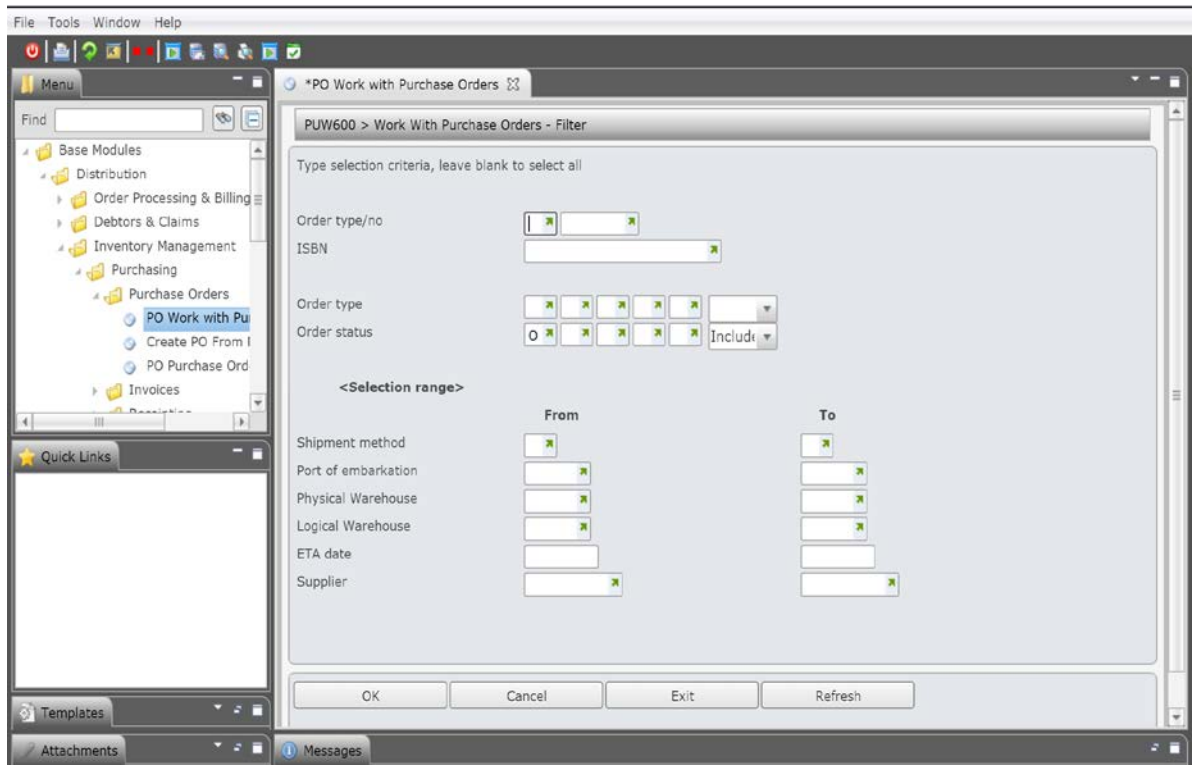
[Example 1: Cancel an existing Purchase Order for an Item.](#)

Example 1: Create a new Purchase Order for an Item

This example describes how to cancel a Purchase Order for an item.

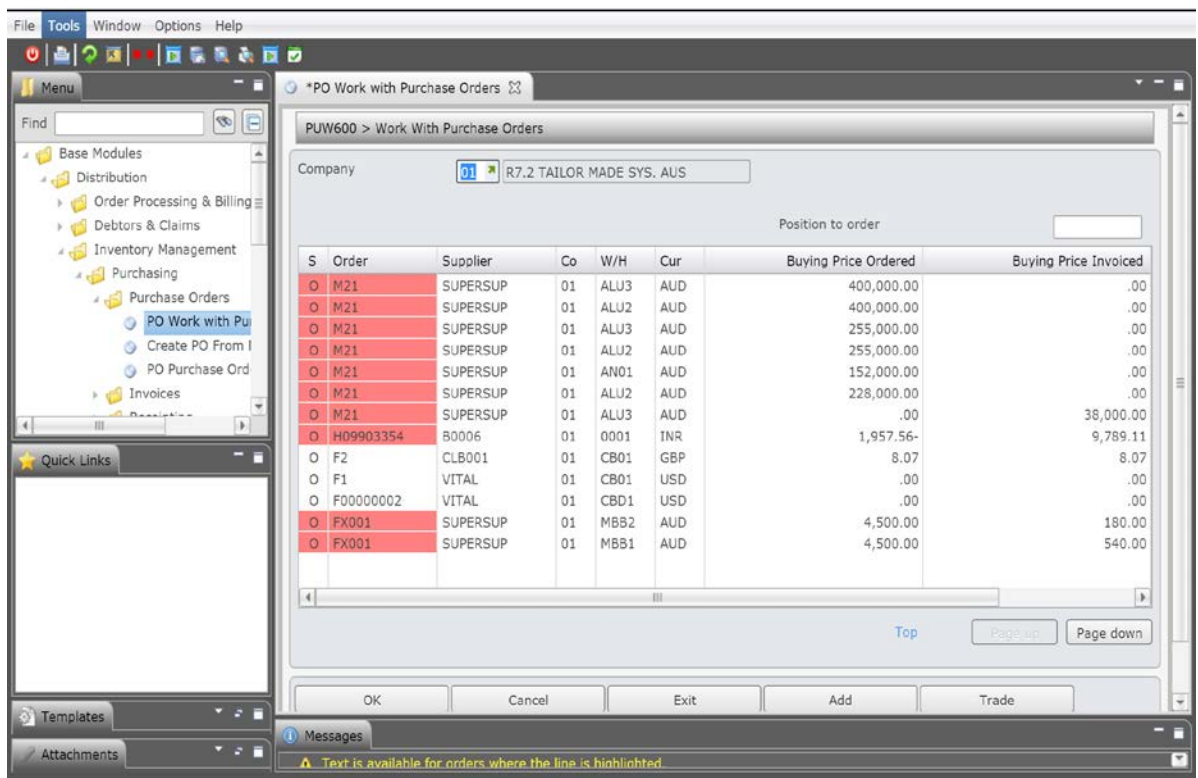
1. Select menu option **PO Work with Purchase Order** from Distribution>Inventory Management>Purchasing>Purchase Orders Menu.

PUW600 Work with Purchase Orders - Filter panel is displayed.



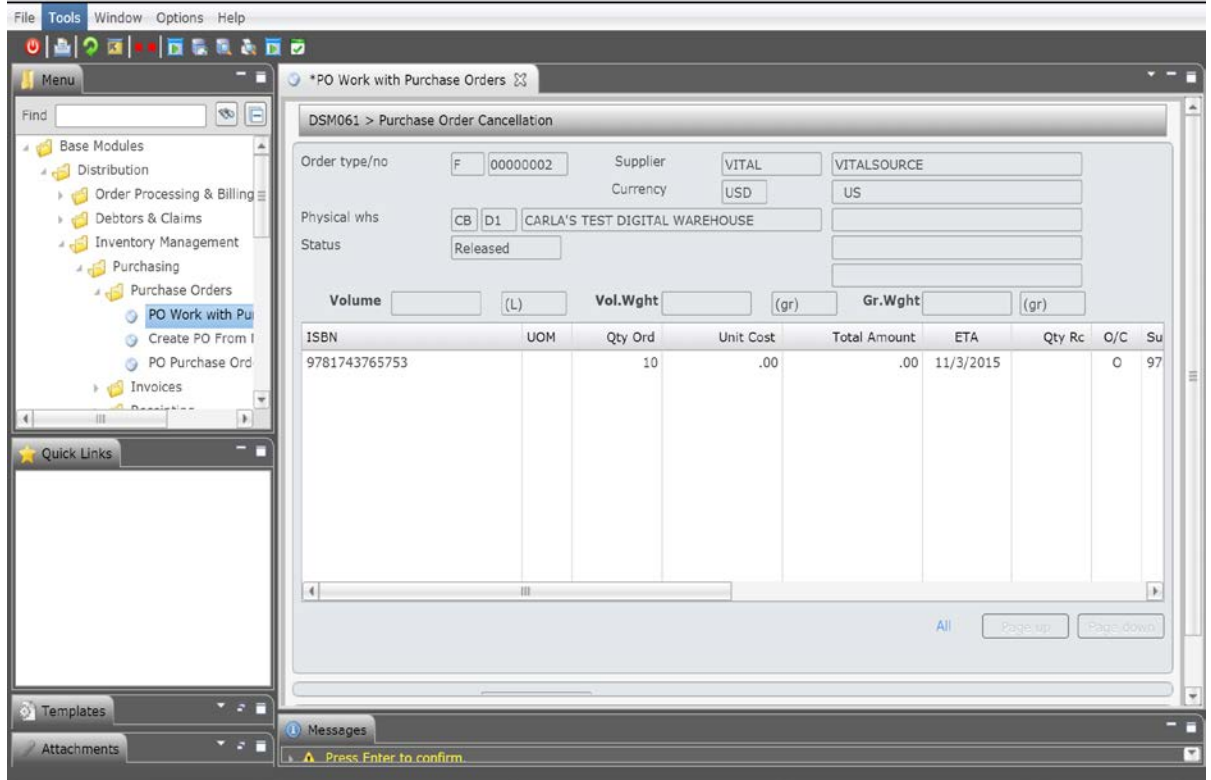
2. Enter the required details and click **OK** to confirm.

PUW600 Work with Purchase Orders selection panel is displayed.



3. Select the purchase order to be cancelled and click option **Cancel**.

DSM061 Purchase Order Cancellation panel is displayed.



4. Click OK to confirm cancellation.

Sample of advice that would print on cancellation:

