	FRONTLINE PROCEDURES Pasadena ISD	**ENTRY POINT**: Receive
REVISED DATE: 08/15/2022		
SUBJECT: Cancel Remaining		

Entry Point: **Receive**

Enter **Purchase Order Number**
Click **Search**

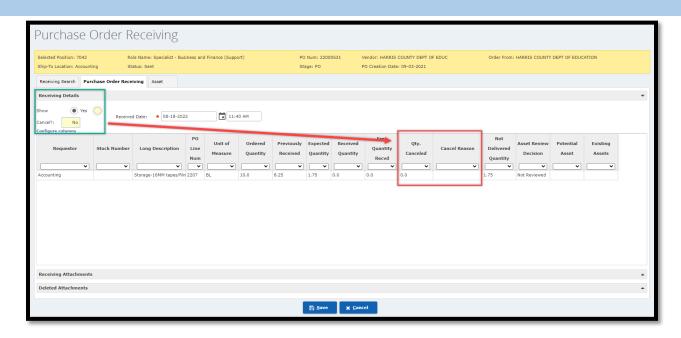

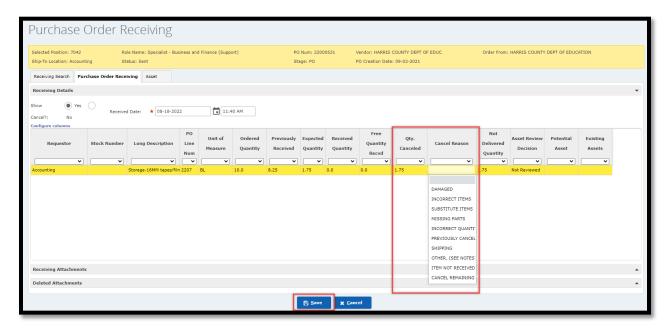Highlight Purchase Order line
Click **Receive/Cancel**

REVISED DATE: 08/15/2022

SUBJECT: Cancel Remaining

Show Cancel? Select, **Yes**   This will bring up Qty. Canceled & Cancel Reason Column

Enter the Amount/ Qty needing to cancel under **Qty. Canceled** column
Click on the yellow space to bring up the drop down menu of the Cancel Reason
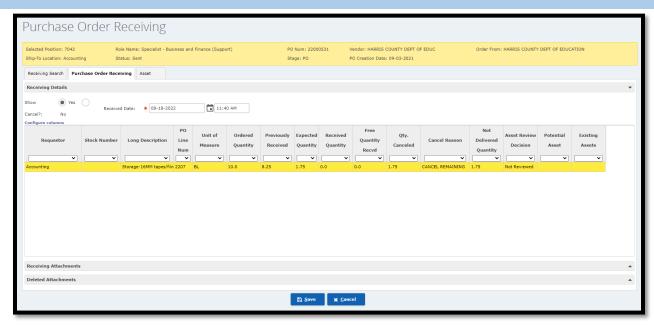Select the **Cancel Reason**

Hit tab
Click **Save**

Do **NOT** enter anything into these fields
Click **Save**