

CANCEL REMAINING ON A PURCHASE ORDER
(CLOSING THE P.O.)

1. Go to the PO30 screen (Receiving screen)
2. Enter the company (199)
3. Enter the purchase order number in the PO field
4. Click on the “Inquire” button
5. On any lines that still have items “Remaining” – click on the “drop down” arrow on the FC box and select “Cancel Remaining” (this should place an “L” in the FC box)
6. Click the “Add” button at the top of the screen (this will generate your Receiver Number)
7. Once you have a Receiver Number (and have no more lines to cancel) Click on the “Release” button at the top of the screen (the system should tell you on the bottom left hand side of the screen that you have no lines on your receiver – don’t be alarmed – this is what it should say)
8. Now click the “Delete” button at the top of the screen.