

Accounts Payable

Cleaning up Open Purchase Orders

If you have open purchase orders that remain on your backordered report and you would like to clean them up:

- 1.** Go to “8. PO/Requisition Menu” from the Main Menu, then go to “R. Reports Menu” from the Purchase Order/Requisition Menu.
- 2.** Print “3. Backordered Goods” report.
- 3.** Go back to the Purchase Order/Requisition Menu, and choose “1. Add/Edit Purchase Orders. ”
- 4.** Enter a Purchase Order/Requisition Number from the Backordered Goods report.
- 5.** Go to the “Items” tab and change the units to the actual received figure from the Backordered Goods report.
- 6.** Save and Exit.
- 7.** Go to the Main Menu.
- 8.** Transfer the data to the General Ledger through “A. Transfer Data to G/L.”