OSAS

Clearing PO’s

Go to PO

Go to Daily Work

Go to Enter Orders or Enter Returns

Enter Orders:

 Select 4-Edit Orders

If the PO or any line item has not been received or invoiced it can be deleted.

 Entire PO has not been received-at vendor ID hit F3 to delete.

 PO has more than one line item and some line items have been received and some line items have not-arrow to line item that has not been received and hit F3 to delete the line item.

PO has line items that have been received but an invoice has not been applied.

 Arrow to the line item that has been received, hit A to apply invoice, enter a fake invoice number (date), enter the quantity the same as received but enter 0.00 (zero) for the cost. T/I as normal making sure the invoice amount is 0.00 (zero).

PO has line items that have been received and invoiced but received and invoice amount are less than ordered amount.

 Arrow to the line item, hit enter to edit the line, change the ordered amount to the amount that was received and invoiced.

PO has line items that have been received and invoiced but received and invoice amounts are different and are less than ordered amount.

 Arrow to the line item that has been received and invoiced, hit A to apply invoice, enter a fake invoice number (date), enter the quantity to equal the received amount, enter cost of 0.00 (zero). T/I as normal making sure the invoice amount is 0.00 (zero).