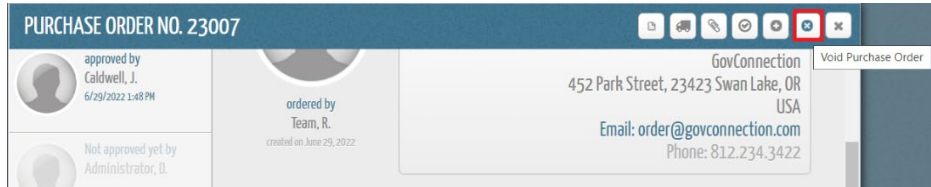


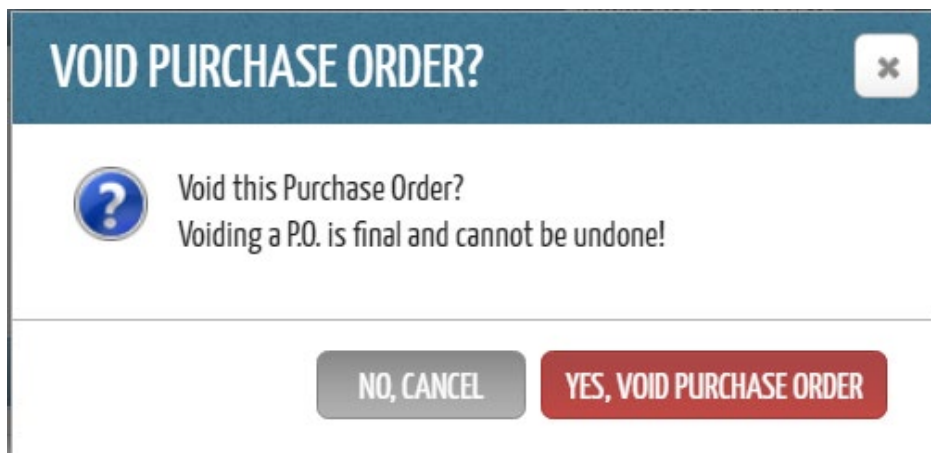
How to Void a POR

If you need to delete a POR the method for doing this is using Void. It doesn't completely delete the POR but does take it out of the budget system.

To void a POR simply open the POR and click the X icon in the top right hand part of the POR.



You will receive a confirmation prompt which you can click Yes to.



Now this POR will be marked void and will be removed from view except when specifically looking at Void status PORs.

PURCHASE ORDER NO. 23006

Not approved yet by Caldwell, J.

Not approved yet by Administrator, D.

approved by Caldwell, J. 6/28/2022 3:34 PM

Not approved yet by Administrator, D.

Not approved yet by Executive, T.

ordered by Team, R. created on June 28, 2022

IU Recreational Sports
Net Total: \$300.00
Testing Department

GovConnection
452 Park Street, 23423 Swan Lake, OR
USA
Email: order@govconnection.com
Phone: 812.234.3422

Item	TOTAL
1 × Broken Monitor Repair for \$0.00 per Item Ship To: SRSC Purchase: No account code yet	\$0.00
Budget »TEST - BUDGET«	
1 × Broken Monitor Repair Service for \$300.00 per Item Description: Need broken monitor repaired Purchase: No account code yet	\$300.00
Budget »TEST - BUDGET«	
TOTAL \$300.00	

Purchase Order Request Details:
Is this a budgeted purchase: Yes
Requisition Number: 234234
Date Needed By: Jun 30, 2022
Purchase Order Request Category: Repair
Does this purchase order request have a warranty(ies) included: No

User comments:

Team, RSIT
6/28/2022, 3:42:58 PM
This is a comment I'm making for a test.

VOID