

Demo/EX 8: Cancel a Purchase Order

Memorandum

To: C. Fistrain, Business Officer
Dept of Italian Studies

From: Professor D. Cook
Dept of Italian Studies
256 McCaul St, rm 103

Date: August 24, 2017

Re: Cancel PO

Please **cancel all the items** in the Dell PO you created on October 19th (Exercise 4).

Thanks,

Professor D. Cook

Hint: Use the Finalize and Cancel Purchase Order QRG.

Don't forget to Finalize and Cancel both lines of the PO.