

Demo/EX 7: Cancel a Workflow Purchase Order

Memorandum

To: C. Fistrain, Business Officer
Dept of Economics

From: Professor D. Cook
Dept of Economics
CC2160

Date: July 18, 2019

Re: Cancel PO

Please **cancel all the items** in the Dell PO you created on July 10th (Exercise 1).

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.