How to Cancel or Close a PO

Cancel a PO if you have a remaining amount in the PO that you would like to return to your budget, but close a PO if there is no money remaining in the PO.

Log into Tyler Munis and click the "Apps" button then Tyler Menu

Click on "Financials" → “Purchasing” → “Purchase Order Inquiry and Reports” → “Purchase Order Central"
Search for your PO, then select the correct one.

Click “Change Orders”.

If there is a positive remaining balance in the PO, choose “Cancel PO," but if your remaining balance is $0.00, choose “Close PO”. In this case, the PO is being cancelled since it still has a remaining balance.
Enter a description and click “Accept”.

Click “Yes”.

Once you refresh the PO, it should say “Closed”.