How To Delete Purchase Orders

Here are the steps on how to delete purchase orders:

- 1. Open an existing Purchase Order record.
- 2. Click Delete button.
- 3. A warning message will prompt telling that you are about to delete the purchase order. Click Yes to continue.

	Attachments (0) Comments (0) Auc	dit Log (1)							
Vendor	Cracked Mug	racked Mug v Ship From: Cracked Mug v Contact: Cracked Mug				 Purchase 	e No: PO-13		
Date:	02/09/2016					✓ Order N	0:		
Terms	Due on Receipt	*				Currence	y: USD		
Order Statu	us: Open					✓ Reference	:e:		
+ Insert	Q Open Q Tax Details 🗙 Remo	ve							
Item N	No. Contract Descrip	otio			ceived	Discou	lost Tax	Total	Additio
Coffee	e Coffee	Be			0	0%	2.80 0.00	1,400.00	
			iRelv i21		0	0%	0.00 0.00	0.00	
		Are	you sure you want to delete	this record?					
			Yes No			_			
		Item: Soyl	oeans - Soybeans	Approval			Subtotal:		1,400.0
Ship From:	United States	On Hand:	0.00 On Order (PO):	0.00 Require Approval:	Status:		Shipping:		
Ship From:		Committed:	0.00 Back Order:				Tax:		
Ship From:				Approval Notes:			T 1 1		

4. Selected purchase order will now be deleted.

Note: Purchase Order with 'Open' order status are the only ones that can be deleted. If you wish to delete 'Pending' purchase orders, you have to delete the associated Inventory Receipt first.

Here are the steps on how to delete purchase orders:

- 1. Open an existing Purchase Order record.
- 2. Click Delete button.
- 3. A warning message will prompt telling that you are about to delete the purchase order. Click Yes to continue.

iRe	iRely i21					
?	Are you sure you want to delete the	his record?				
	Yes No					

4. Selected purchase order will now be deleted.

Note: Purchase Order with 'Open' order status are the only ones that can be deleted. If you wish to delete 'Pending' purchase orders, you have to delete the associated Inventory Receipt first.