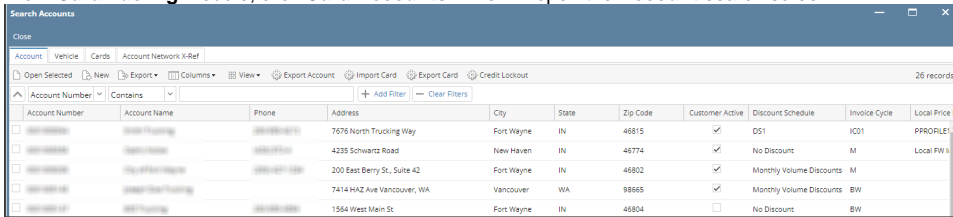


How to Delete a Purchase Order on Card Account

1. From **Card Fueling** module, click **Card Accounts**. This will open the **Account** search screen.

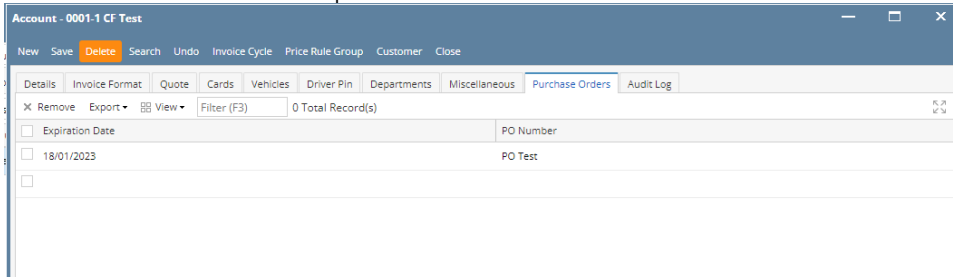


The screenshot shows the 'Search Accounts' window with a table of card accounts. The table has columns for Account Number, Account Name, Phone, Address, City, State, Zip Code, Customer Active, Discount Schedule, Invoice Cycle, and Local Price. There are 26 records in total.

Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price
00000001	Card Fueling	0000000000	7676 North Trucking Way	Fort Wayne	IN	46815	✓	DS1	IC01	PPRORLE...
00000002	Card Fueling	0000000000	4235 Schwartz Road	New Haven	IN	46774	✓	No Discount	M	Local PW...
00000003	Card Fueling	0000000000	200 East Berry St, Suite 42	Fort Wayne	IN	46802	✓	Monthly Volume Discounts	M	
00000004	Card Fueling	0000000000	7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	✓	Monthly Volume Discounts	BW	
00000005	Card Fueling	0000000000	1564 West Main St	Fort Wayne	IN	46804	✓	No Discount	BW	

2. Select a card account. Click **Open Selected** toolbar button. This will open the selected card account.
[blocked URL](#)

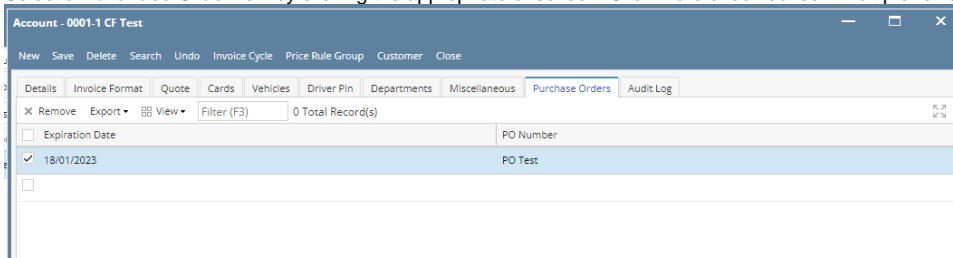
3. Click **Purchase Order** tab. This will open the **Purchase Order** tab screen.



The screenshot shows the 'Account - 0001-1 CF Test' window with the 'Purchase Orders' tab selected. The window has a toolbar with buttons for New, Save, Delete, Search, Undo, Invoice Cycle, Price Rule Group, Customer, and Close. Below the toolbar is a grid with columns for Expiration Date and PO Number. The grid shows one record with Expiration Date 18/01/2023 and PO Number PO Test.

Expiration Date	PO Number
18/01/2023	PO Test

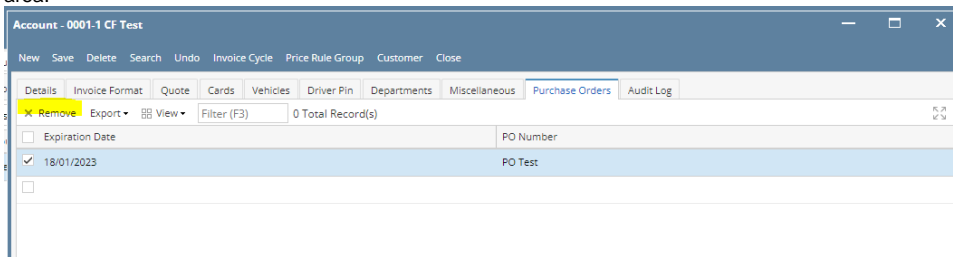
4. Select a **Purchase Order** row by clicking the appropriate checkbox. Click more check boxes if multiple rows will be deleted.



The screenshot shows the 'Account - 0001-1 CF Test' window with the 'Purchase Orders' tab selected. The window has a toolbar with buttons for New, Save, Delete, Search, Undo, Invoice Cycle, Price Rule Group, Customer, and Close. Below the toolbar is a grid with columns for Expiration Date and PO Number. The grid shows one record with Expiration Date 18/01/2023 and PO Number PO Test. The first row is selected, and the checkbox in the first column is checked.

Expiration Date	PO Number
18/01/2023	PO Test

5. Click **Remove** grid button. Delete message confirmation will prompt, click **Yes** button. Selected **Purchase Order** will be removed from the grid area.



The screenshot shows the 'Account - 0001-1 CF Test' window with the 'Purchase Orders' tab selected. The window has a toolbar with buttons for New, Save, Delete, Search, Undo, Invoice Cycle, Price Rule Group, Customer, and Close. Below the toolbar is a grid with columns for Expiration Date and PO Number. The grid shows one record with Expiration Date 18/01/2023 and PO Number PO Test. The first row is selected, and the checkbox in the first column is checked. The 'Remove' button in the toolbar is highlighted.

Expiration Date	PO Number
18/01/2023	PO Test



Delete

You are about to delete 1 row.
Are you sure you want to continue?

Yes

No

6. Click **Save** toolbar button.