How to Delete a Purchase Order on Card Account

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

Account Vehicle Cards Account Network X-Ref										
🗅 Open Selected 🕒 New 🕒 Export • 🔟 Columns • 🖹 View • 🛞 Export Account 🛞 Import Card 🛞 Credit Lockout 26								26 records		
Account Number V Contains V + Add Filter - Cear Filters										
Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price Pr
- 100110000AI	SHEET THE REAL	-201031-011	7676 North Trucking Way	Fort Wayne	IN	46815	~	DS1	IC01	PPROFILE1
	Control Name	1000107100	4235 Schwartz Road	New Haven	IN	46774	×	No Discount	м	Local FW II
1001100008	Copy of feat (Hegina	100010711000	200 East Berry St., Suite 42	Fort Wayne	IN	46802	~	Monthly Volume Discounts	м	_
	(And Section)		7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	×	Monthly Volume Discounts	BW	_
1007100110	ANT NUMBER	-201031-038	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.

Account - 0001-1 CF Test			×				
New Save Delete Search Undo Invoice Cycle Pr	ice Rule Group Customer Close						
Details Invoice Format Quote Cards Vehicles	Driver Pin Departments Miscellane	ous Purchase Orders Audit Log					
× Remove Export • ⊞ View • Filter (F3)	D Total Record(s)				К.Л 12 У		
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.

Account - 0001-1 CF Test	— 🗆 ×
New Save Delete Search Undo Invoice Cycle Price Rule Group Customer Close	
Details Invoice Format Quote Cards Vehicles Driver Pin Departments Miscellan	eous Purchase Orders Audit Log
X Remove Export • 🗄 View • Filter (F3) 0 Total Record(s)	ري لا کا
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.

	Account - 0001-1 CF Test		
	New Save Delete Search Undo Invoice Cycle Price Rule Group Customer Close		
•	Details Invoice Format Quote Cards Vehicles Driver Pin Departments Miscellaneous Purchase Orders Audit Log		
5	× Remove Export ・ 册 View ・ Filter (F3) 0 Total Record(s)		К.Л 22 У
	Expiration Date PO Number		
	✓ 18/01/2023 PO Test		
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6. Click Save toolbar button.