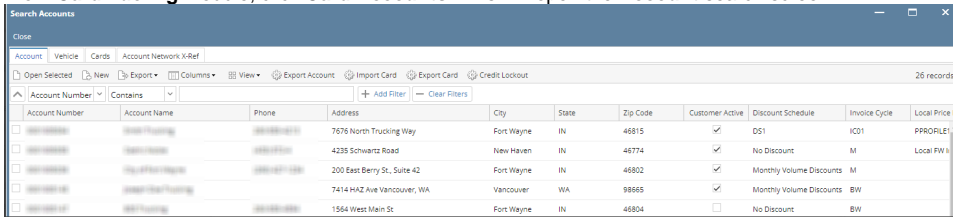


How to Delete a Purchase Order on Card Account

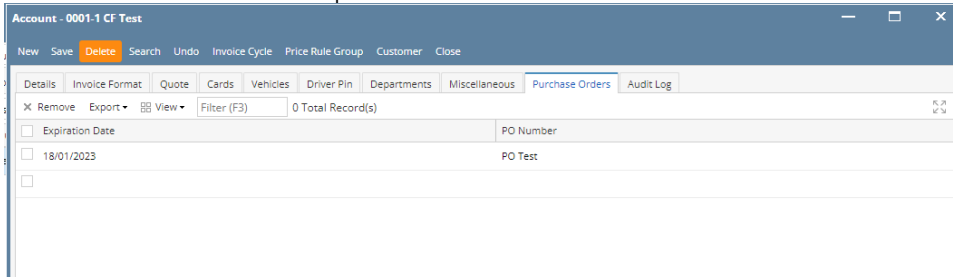
1. From **Card Fueling** module, click **Card Accounts**. This will open the **Account** search screen.



Account Number	Account Name	Phone	Address	City	State	Zip Code	Customer Active	Discount Schedule	Invoice Cycle	Local Price
00000001	Card Fueling	555-555-5555	7676 North Trucking Way	Fort Wayne	IN	46815	✓	DS1	IC01	PPRORLE...
00000002	Card Fueling	555-555-5555	4235 Schwartz Road	New Haven	IN	46774	✓	No Discount	M	Local PW...
00000003	Card Fueling	555-555-5555	200 East Berry St, Suite 42	Fort Wayne	IN	46802	✓	Monthly Volume Discounts	M	
00000004	Card Fueling	555-555-5555	7414 HAZ Ave Vancouver, WA	Vancouver	WA	98665	✓	Monthly Volume Discounts	BW	
00000005	Card Fueling	555-555-5555	1564 West Main St	Fort Wayne	IN	46804	✓	No Discount	BW	

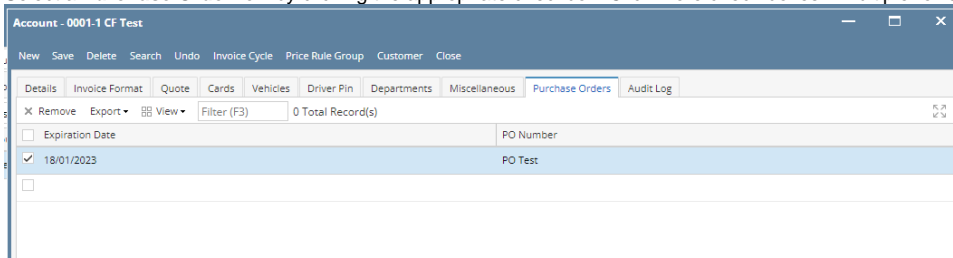
2. Select a card account. Click **Open Selected** toolbar button. This will open the selected card account.
[blocked URL](#)

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



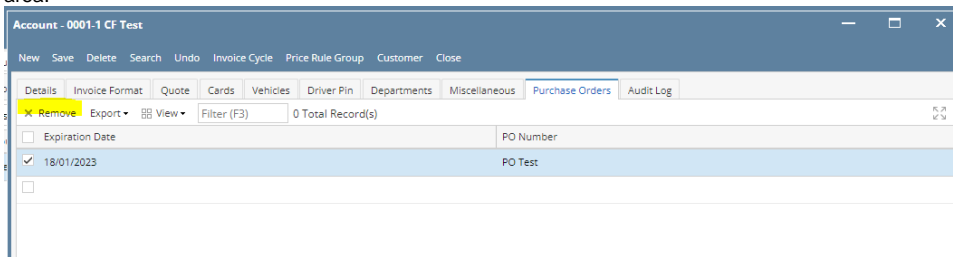
Expiration Date	PO Number
18/01/2023	PO Test

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



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.



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.