Delete Purchase Orders

Many businesses delete purchase order once a certain period of time has passed; however, deleting purchase orders can be a time-consuming task because each purchase order has to be called up in Purchase Order Entry and deleted individually.

Delete Purchase Orders eliminates the time-consuming steps involved in deleting old Purchase Orders from the Sage 300 Purchase Orders module.

Delete Purchase Orders lets you:

- Select ranges of purchase orders by PO number, date, vendor, terms, currency, arrival date, locations, PO type, and completion status, then load the resulting PO list to further "cherry-pick" ones for deletion.

- Check PO details while finalizing the deletion list.

- Press a Process button to complete the operation for all selected POs in one step.

- Optionally delete purchase orders individually by selecting from the loaded list and pressing the Delete key.

- View a log of all deletions after processing.

Running Delete Purchase Orders

The Delete Purchase Orders icon appears under **TaiRox Productivity Tools > Purchase Order Tools** on the Sage 300 desktop and can be copied to other menu locations.
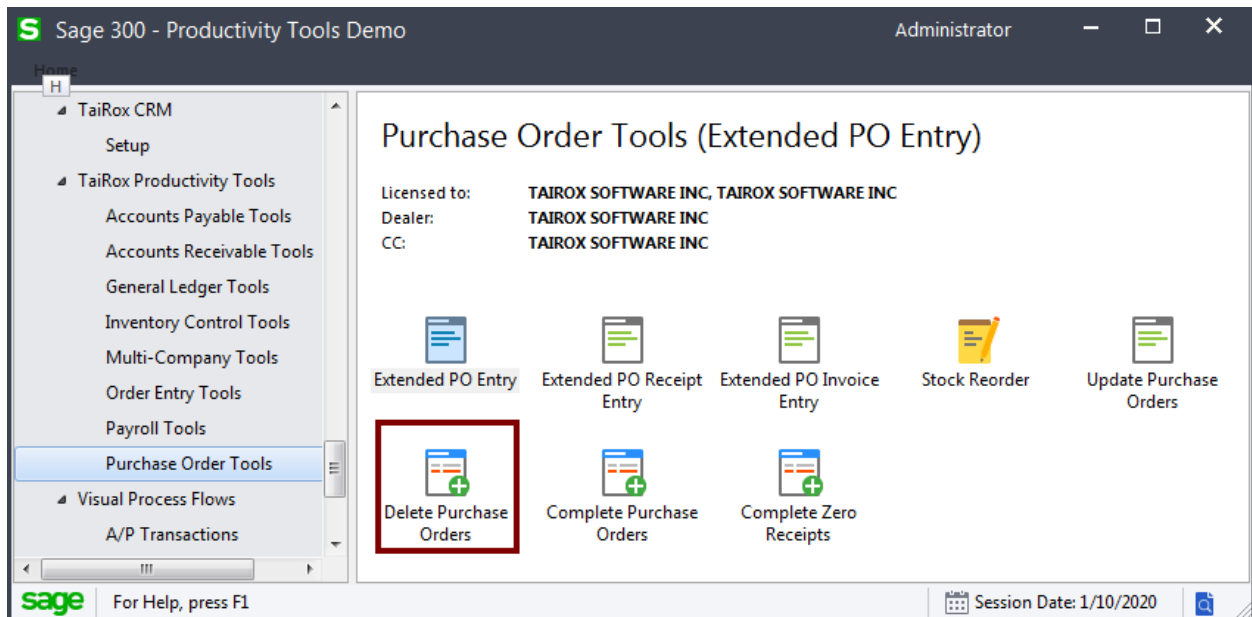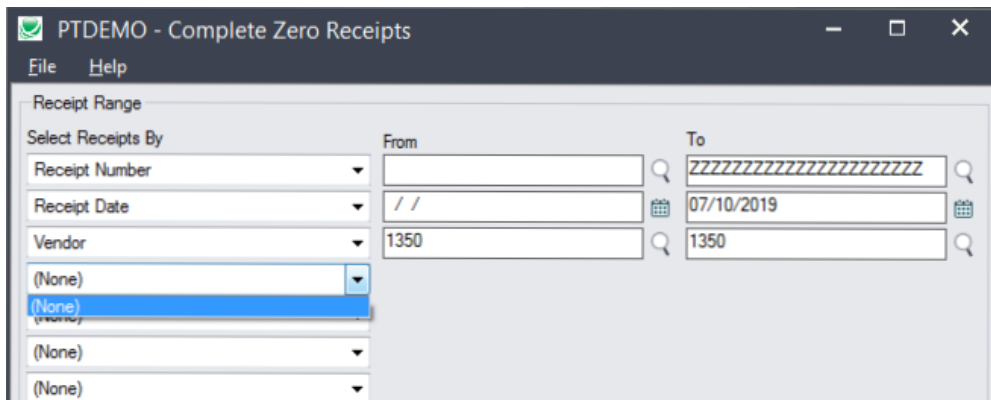

The Delete Purchase Orders screen (below) lets you select which POs you wish to delete by specifying a range of PO numbers, order dates, vendors, terms, currencies, expected arrival dates, locations, PO types, and completion status.
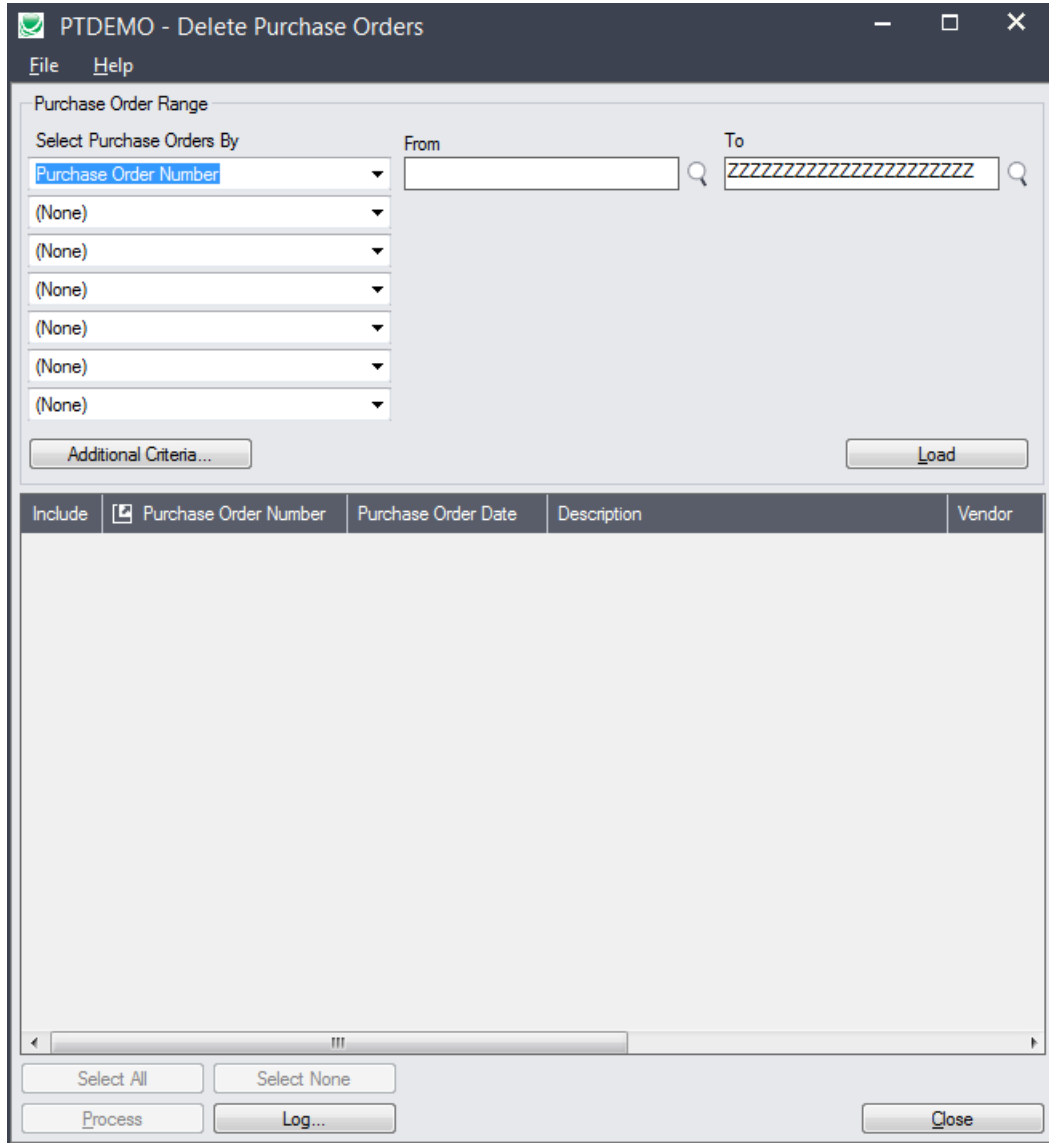
## Selecting Purchase Orders for deletion

Choose ranges of purchase orders:

- You can specify ranges of purchase orders to restrict them by PO numbers, order dates, vendors, terms, currencies, expected arrival dates, locations, PO types, and completion statuses.
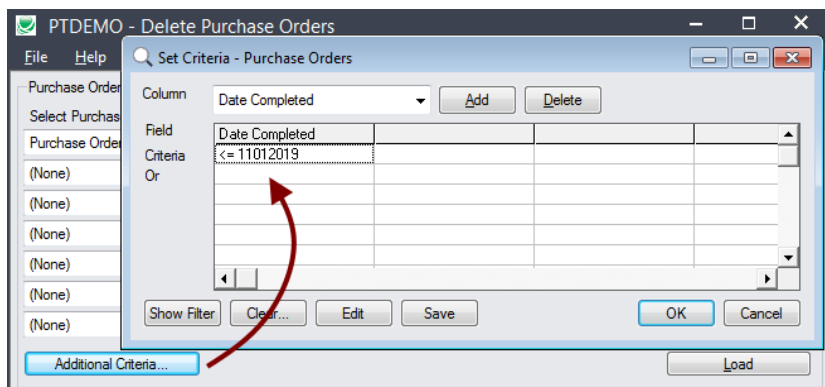
Note regarding PO dates:

- If you choose a range of POs by date, the default "To" date is set by a screen accessed through the **Delete Purchase Orders > File > Settings** menu choice:
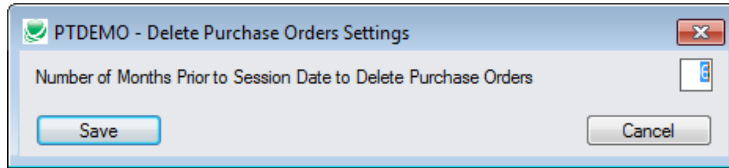
You can override the default in the Range fields.

Choose additional criteria:

- Click Additional Criteria to further restrict the POs retrieved for completion. Click OK to save.

Load the list of selected purchase orders and choose which ones to delete:

- Click the Load button to display the selected list of purchase orders.
  - Go back and adjust the ranges or additional criteria if necessary.
- Use the Select All and Select None buttons.

- Double-click in the Include column to "cherry-pick" from the PO selections:

- Click the Purchase Order Number column heading to drill down on the selected PO:

Include	Purchase Order Number	Purchase Order Date	Description	Vendor
Yes	PO000000001	1/8/2019		1450
Yes	PO000000002	1/8/2019		1500
Yes	PO000000003	1/8/2019		2300

You can also delete a PO by selecting it and pressing the Delete key:

- You can also **delete** a purchase order from the Purchase Orders program by selecting the row in the Load list and pressing the **Delete key**. When the delete key is pressed you will be prompted to confirm the deletion of that purchase order.

Click the Process button to delete the included purchase orders:

The program asks you to confirm your choices. Click Yes to continue.

```
Delete Purchase Orders                          ⊠

Are you sure you want to delete the selected purchase orders?

                              Yes        No
```
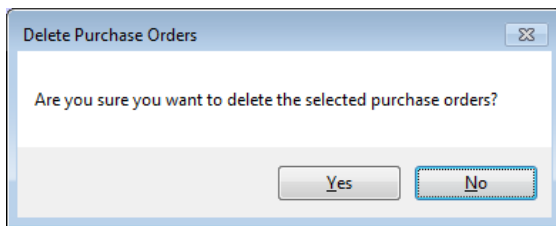
Note: There may be data-integrity errors that prevent some deletions, in which case an error message will appear.

Click the Log button to confirm which purchase orders were deleted:

```
6/25/2020 1:38:59 PM Delete Purchase Orders started.
6/25/2020 1:38:59 PM
6/25/2020 1:38:59 PM Performed by user: ADMIN
6/25/2020 1:38:59 PM
6/25/2020 1:38:59 PM Purchase Order Range
6/25/2020 1:38:59 PM     Purchase Order Number From [] To [ZZZZZZZZZZZZZZZZZZZZZZ]
6/25/2020 1:38:59 PM
6/25/2020 1:38:59 PM     Processing Purchase Order Number PO000007223...
6/25/2020 1:38:59 PM         Purchase Order Number PO000007223 deleted.
6/25/2020 1:38:59 PM
6/25/2020 1:38:59 PM Delete Purchase Orders complete.
6/25/2020 1:38:59 PM
=============================================================================
```

The Log lists:

- The user and the range settings.
- Each purchase order that was deleted.