

TaiRox Productivity Tools User Guide

Summary - Delete Purchase Orders

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

In many business situations, once a certain period of time has passed purchase orders can be removed. 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.

Overview - Delete Purchase Orders

TaiRox Delete Purchase Orders selects Purchase Orders with the exact mechanisms used by core modules when printing reports. After selection, the selected purchase orders can be “cherry-picked” for deletion. Pressing a Process button completes the operation in one-step.

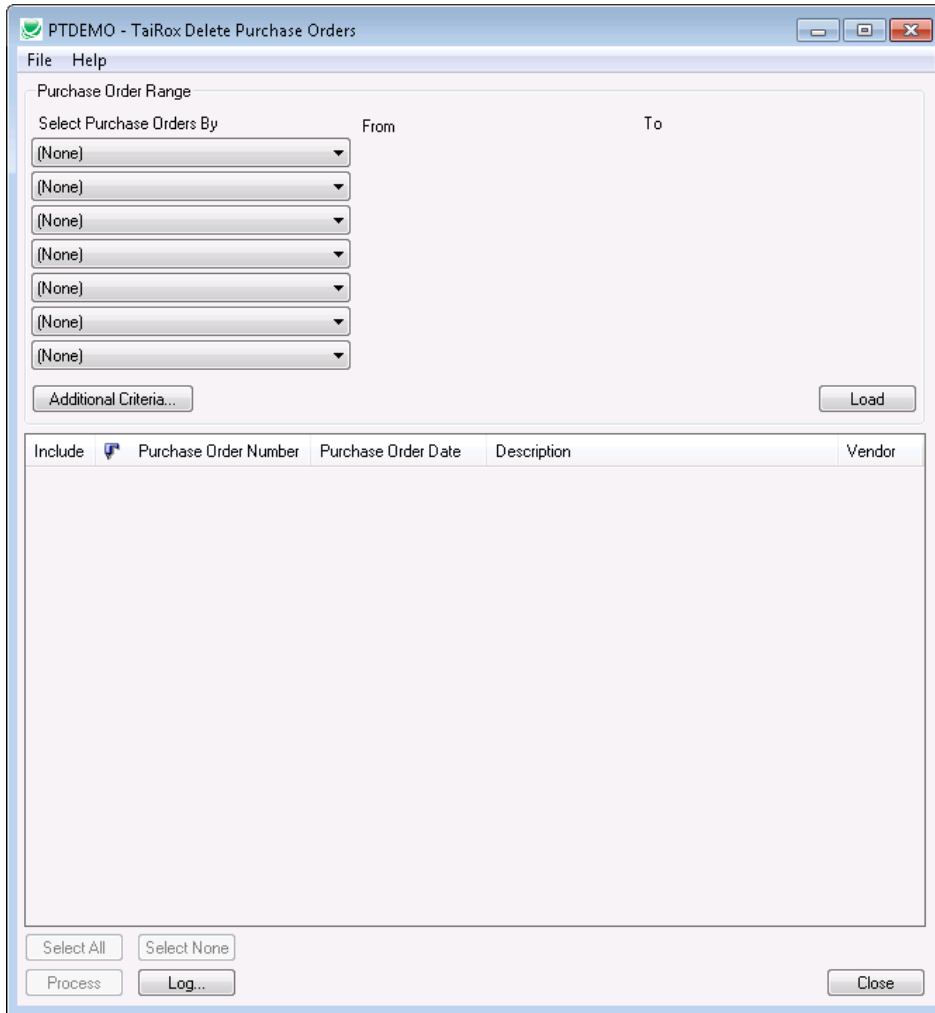
Running Delete Orders

Once the TaiRox Productivity Tools are installed and activated, the Delete Purchase Orders icon will be shown from the TaiRox Productivity Tools menu on the Sage 300 desktop (and can be copied to other menu locations).

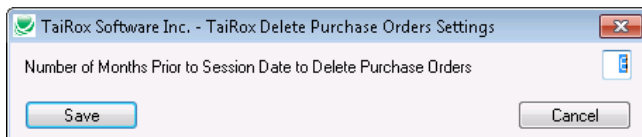
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Running Delete Purchase Orders (continued)

Launching the program will present a screen that allows you to select purchase orders for deletion using various ranges, in a style identical to that used by core modules:



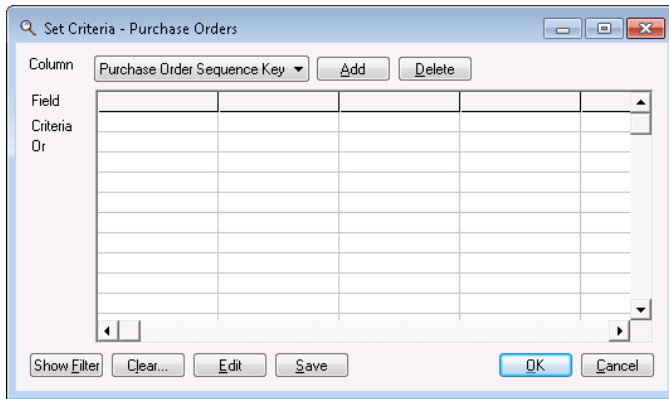
When a range of Purchase Order Dates is used, the default values are controlled by settings accessed through the File menu:



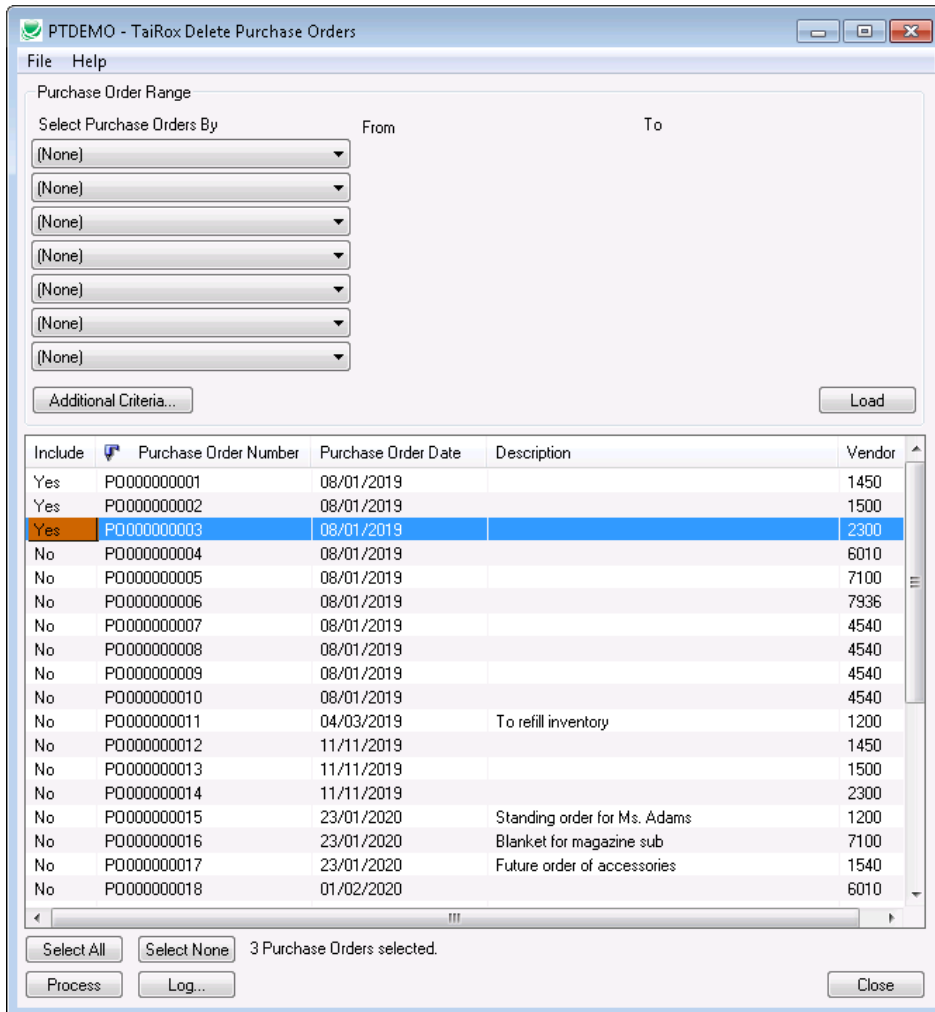
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Running Delete Purchase Orders (continued)

Additional criteria can be used, again in the core-module style:



When the Load button is pressed purchase orders that match the selection criteria will be displayed, with full drill-down support:



The selected purchase orders can be selected / de-selected on an individual basis (“cherry-picked”). The Process button will now delete the selected purchase orders.