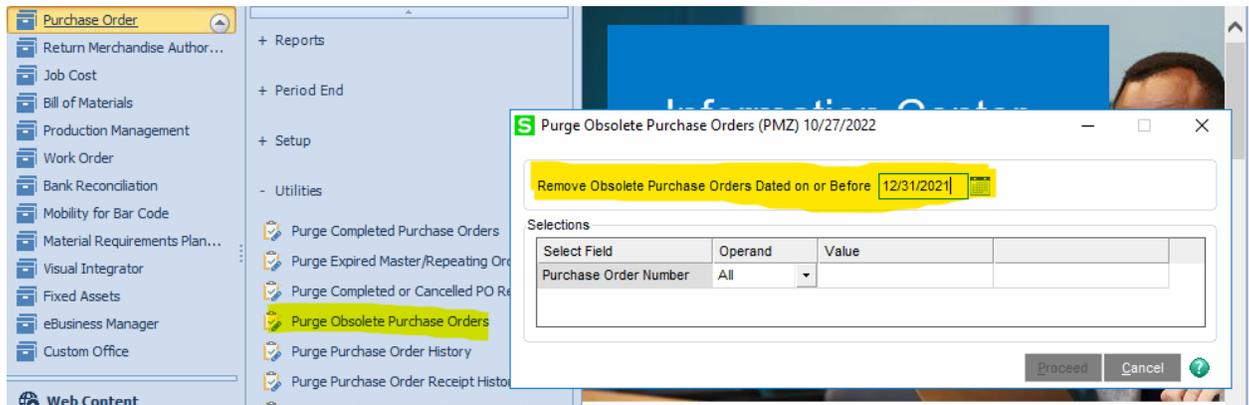




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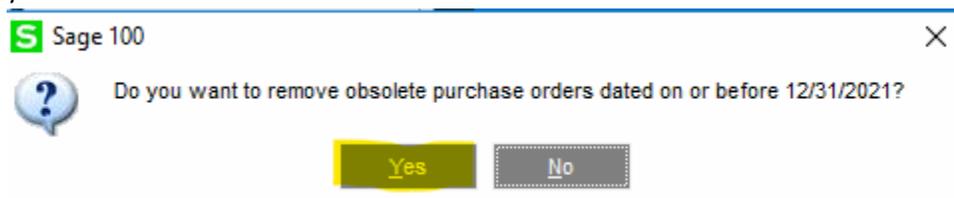
How to Run the Purge Obsolete Purchase Order Utility:

1. In Sage 100 go to Purchase Order- Utilities- Purge Obsolete Purchase Orders:



*** You must make sure all data entry batches are updated and posted prior to running the utility*****

2. Enter the Remove Obsolete Purchase Order Dated on or Before Date
3. Click Proceed
4. Click yes to the Do you want to remove obsolete purchase orders dated on or before the date you entered



5. Add the cancellation code

The utility will run and remove the open purchase orders in the range you have chosen in the open status.