

How to delete old Voyager Purchase Orders?

- **Product:** Voyager
 - **Relevant for Installation Type:** Multi-Tenant Direct, Dedicated-Direct, Local, TotalCare
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Question

How to delete old Voyager Purchase Orders?

Answer

In order to delete a Purchase Order (PO), some links to it need to be deleted. All of this must be manually deleted. They are:

1. Invoice (See "Deleting an Invoice" in the Acquisitions User's Guide)
2. [Component](#) (for serials) (note that deleting the Component will delete the issues received history)
3. Any outstanding [claims](#) (or active marks) must be canceled or deleted

Once those links are deleted, you can then delete the PO.

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