



## **Delete existing pending payables**



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## Delete existing pending payables


### Log on to file ID C.

If your LEA has multiple pages of pending payables that need to be deleted, contact your regional ESC consultant to obtain an SQL to mass delete the transactions.

OR

Use the [Finance > Maintenance > Pending Payables](#) page to delete individual pending payable transactions.

Sel	Type	Nbr	Vendor	Date Received	Rcvd By	Rcvd Amount	Whse Cd	Originator
<input checked="" type="checkbox"/>	PURCHASE ORDER	201625	92499 *CDW GOVERNMENT	06-11-2020	000462 ERNESTINA THORMEYER	1,638.00	0 Purchasing	000253 DARLENE F LESLEY
<input type="checkbox"/>	PURCHASE ORDER	201617	10193 *AMAZON Fulfillment Service Inc	06-08-2020	000253 DARLENE F LESLEY	129.32	0 Purchasing	000253 DARLENE F LESLEY
<input type="checkbox"/>	PURCHASE ORDER	201615	92499 *CDW GOVERNMENT	06-11-2020	000462 ERNESTINA THORMEYER	41.88	0 Purchasing	000253 DARLENE F LESLEY
<input type="checkbox"/>	PURCHASE ORDER	201611	10620 WPS PUBLISHING	06-08-2020	000253 DARLENE F LESLEY	277.20	0 Purchasing	000253 DARLENE F LESLEY
<input type="checkbox"/>	PURCHASE ORDER	201609	09232 *OFFICEWISE	06-04-2020	000253 DARLENE F LESLEY	46.00	0 Purchasing	000253 DARLENE F LESLEY
<input type="checkbox"/>	PURCHASE ORDER	201606	06597 *BEST BUY STORES L.P	06-08-2020	000253 DARLENE F LESLEY	149.99	0 Purchasing	000253 DARLENE F LESLEY
<input type="checkbox"/>	PURCHASE ORDER	201600	20185 CORWIN PUBLICATIONS	06-02-2020	000462 ERNESTINA THORMEYER	1,311.00	0 Purchasing	000253 DARLENE F LESLEY
<input type="checkbox"/>	PURCHASE ORDER	201599	01394 *AHAN PROCESS INC	06-02-2020	000462 ERNESTINA THORMEYER	2,268.00	0 Purchasing	000253 DARLENE F LESLEY
<input type="checkbox"/>	PURCHASE ORDER	201598	00905 *SCHOOL HEALTH CORPORATION	06-08-2020	000253 DARLENE F LESLEY	844.98	0 Purchasing	000253 DARLENE F LESLEY
<input type="checkbox"/>	PURCHASE ORDER	201589	10193 *AMAZON Fulfillment Service Inc	06-09-2020	000253 DARLENE F LESLEY	107.99	0 Purchasing	000253 DARLENE F LESLEY

Click  to select a transaction. The purchase order details are displayed.

Click **Delete** to delete the pending payable transaction.



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