

How To Delete Line Item Details on Vouchers

Here are the steps on how to delete line items on the grid:

- 1. Select the line item you want to delete by checking its corresponding check box.
- 2. Click **Remove** action button.

+	Insert	Q	Open	Q	Tax Details	x	Remove	Q	Get previous details	BB	Layout	Q	Filter Records (F3)
<input type="checkbox"/>	Contract	Item No.	Description	Misc Description	Ordered	Billed	Cost	Cost UOM	Gross/Net UOM	Net Weig.	Discou.	Tax	Total
<input checked="" type="checkbox"/>	66	CORN	CORN	CORN	999.5	100	2.00			0.00	0%	0.00	200.00
<input type="checkbox"/>	65	CORN	CORN	CORN	999.5	100	1.50			0.00	0%	0.00	150.00
<input type="checkbox"/>													

- 3. A warning message will prompt. Click **Yes** to continue.

iRely i21

You are about to delete 1 row.
Are you sure you want to continue?

Yes

No

- 4. Selected detail will be deleted.

Here are the steps on how to delete line items on the grid:

- 1. Select the line item you want to delete by checking its corresponding check box.

	View		Remove		Get previous details		Layout ▾		Filter Records (F3)				
	Item No.	Description	Misc Description	Ordered	Received	Discoun...	Tax	Cost	Total	Account ID	Comm		
	'WHEAT	'wheat - inv		1	1	0%	None	12.50	12.50	27020-0000			
	'Office Supplies	'Office Supplies...		1	1	0%	None	9.99	9.99	93000-0000			
		Misc Items		1	1	0%	None	5.00	5.00	93000-0000			

- 2. Click **Remove** action button.

Q

View

Remove

Get previous details

	Item No.	Description
<input checked="" type="checkbox"/>	'WHEAT	'wheat - inv

- 3. A warning message will prompt. Click **Yes** to continue.

iRely i21

You are about to delete 1 row.
Are you sure you want to continue?

Yes

No

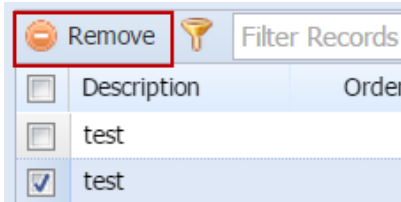
- 4. Selected detail will be deleted.

Here are the steps on how to delete line items on the grid:

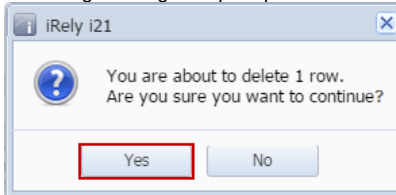
1. Select the line item you want to delete by checking its corresponding check box.

<input type="checkbox"/>	Description	Qty Ordere...	Qty Receiv...	Discoun...	Tax	Cost	Total	Account ID	Comments	Weig...	Volume	Bin Location
<input type="checkbox"/>	test 1	10	10	0%	None	25.00	250.00	60100-4001			5	5
<input checked="" type="checkbox"/>	test 2	5	5	0%	None	15.00	75.00	60100-4001			0	0

2. Click **Remove** action button.



3. A warning message will prompt. Click **Yes** to continue.



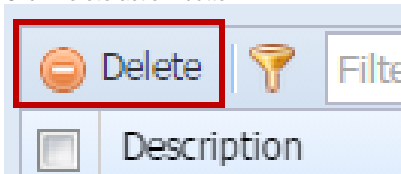
4. Selected detail be deleted.

Here are the steps on how to delete line items on the grid:

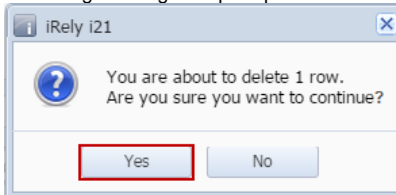
1. Select the line item you want to delete by checking its corresponding check box.

<input type="checkbox"/>	Description	Qty Ordere...	Qty Receiv...	Discoun...	Tax	Cost	Total	Account ID	Comments	Weig...	Volume	Bin Location
<input type="checkbox"/>	test 1	10	10	0%	None	25.00	250.00	60100-4001			5	5
<input checked="" type="checkbox"/>	test 2	5	5	0%	None	15.00	75.00	60100-4001			0	0

2. Click **Delete** action button.



3. A warning message will prompt. Click **Yes** to continue.



4. Selected detail will be deleted.