## How to Delete Invoice Line Item

You can delete the line item of an Invoice that is not yet posted.

1. Tick the check box of the line item you wish to delete.

nvoice - ABC	Reseller																	
New Save	Search	Delete Und	lo Print	Add Shij	oment <b>Er</b>	nail Dupl	icate Post	Recap R	lecu	urring Close								
Details Pro	epaids and	d Credit Memo	os Instruc	tions	Payments	(0) Attac	thments (0)	Audit Log	(3)	Comments (	D)							
Source:	Standa	rd	✓ Recurring	ng: 🗌 I	ocation:	0001 - Fort	: Wayne		v	PO Number:	PO#02			Invoice No:	SI-461			
Type:	Invoice			~	Bill To:	ABC Resell	er		$\sim$	Freight Term:			~	Deliver/Pickup:	Pickup	<ul> <li>Split:</li> </ul>		
Customer	ABC Re	seller		~	Ship To:	ABC Resell	er		$\sim$	Ship Date:	7/1/20	16		Salesperson:	Jared Sn	hith		
Invoice Date:	7/1/201	16			Ship Via:	UPS			~	Account	12000-	0000-000	~ ~	Currency:	USD	~ Accrual	1	
Post Date:	7/1/201	16			Terms:	5% 5, ~	Due Date: 7	7/31/2016						Comments:	Standar	d Invoice		
+ Insert	Q, Open	× Remove	Add R	ecipe	🕒 Get Pro	evious Detai	Is 🗄 Layou	nt Q, F	ilte	er Records (F3)								
lter	n No.	Contract No.	Sequence	Descrip	otion	Ordered	Order UOM	Shipped	U	JOM Dis	count %	Тах	Sub Cur	Price	Total	Tax Group	Weight	
				87 Unle	eaded Ga	0.00		100.00	G	Sallon	0.00%	22.81		1.850000	185.00	IN SST		
• 🗸				misc ite	em	0.00		10.00			0.00%	0.00		5.130000	51.30			
•						0.00		0.00			0.00%	0.00		0.000000	0.00			

3. Click Yes button on the confirmation message.



iRely i21

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



Tick the check box of the line item you wish to delete.
 Click the **Remove button**.

nvoice - ABC F	Reseller												^ 🗆
New Save S	Search Delete Undo Print	: Add Shipment Email	• Dupl	licate Post	Recap Recu	irring	Close						
Details Inst	ructions Payments (0) Att	achments (0) Audit Lo	g (5) Co	omments (0)									
Type:	Standard v	Recurring: Bill To:	ABC Re	eseller		~	Freight Term:	Deliver	~	Invoice No:	SI-199	Split:	
Customer:	ABC Reseller	✓ Ship To:	ABC Re	eseller		~	Deliver/Pickup:		~	PO Number:	PO#02	BOL Number:	
Invoice Date:	04/21/2016 🖾 Post: 04/	/21/2016 🖾 Ship Via:	UPS			~	Due Date:	05/21/2016	5	Salesperson:	Jared Smith	✓ Currence	y: USD
Location:	0001 - Fort Wayne	<ul> <li>Terms:</li> </ul>	5% 5, N	Vet 30 V	Accrual: 1	~	Ship Date:	04/21/2016		Comments:	Sample Stand	lard Invoice.	,
+ Insert C	A Open X Remove	d Recipe 📄 Get Previo	us Details	: EE Layout	Q. Filte	r Record	ds (F3)						
Item	No Contract No Contract S	Se Description Or	dered	Order UOM	Shipped	UOM	Discount	Tax	Sub Curre	ncy Price	e Total	Weight UOM	Tax Group
⊭ 87G		87 Unleaded Ga	0.00		100.00	Gallon	0.00%	16.65		1.8500	00 185.0	)	IN SST
+ 🗸		sample misc ite	0.00		10.00		0.00%	0.00		5.1300	00 51.3	)	
H			0.00		0.00		0.00%	0.00		0.0000	00 0.0	)	

3. Click Yes button on the confirmation message.



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

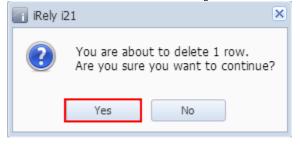


You can delete the line item of an Invoice that is not yet posted.

- **1.** Tick the check box of the line item you wish to delete.
- 2. Click the Remove button.

🗊 Invoice -	ABC Reseller									
New Sa	ve Search Delete Undo Print	-00	Email Post Recap	Close						
Details	Attachments Audit Log									
Type:	Standard 🛛 🖌 Recurring	: 📃 Bill To:	ABC Reseller	v	Freight Term:	Truck	✓ Invoice No:	SI-44		
Customer:	0001005066	Y Ship To:	ABC Reseller	~	Deliver/Pickup:		Y PO Number:	В	OL Number:	
Invoice Da	te: 01/20/2011 🖸 Post: 01/20/201	6 🖸 Ship Via:	Trucks	¥	Due Date:	01/20/2016	Salesperson:	0001005049	Y Currency	USD 🗡
Location:	0001 - Fort Wayne	Y Terms:	Due on Receipt	*	Ship Date:	01/20/2016	Comments:	This is a sam	ple standard i	nvoice. 👻
📀 Insert	🔍 View 🤤 Remove 🕕 Get Previou:	Details 🔡 Lay	rout - 💡 Filter Records (F3	)						
	tem No Contract Contract	Description	UOM	Ordered	Shipped	Discount	Tax	Price	Total	Tax Group
± 🖻	37G	87 Unleaded	Gaso Gallon	100.00	100.00	0.00	12.95	1.850000	185.00	IN SST
+ 🗸		sample misc	item	0.00	10.00	0.00	0.00	5.160000	51.60	
+				0.00	0.00	0.00	0.00	0.000000	0.00	

3. Click Yes button on the confirmation message.

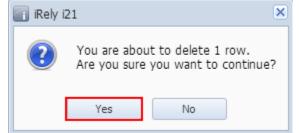


You can delete the line item of an Invoice that is not yet posted.

- 1. Tick the check box of the line item you wish to delete.
- 2. Click the Remove button.

Invoice - Home Dealer	5									
New Save Search	Delete Undo Pr			Close						
Details Attachments										
Customer:	Location:		Invoice D	Date:	Post Date:	Cur	rency:	Invoid	e No:	
HOMEDEALER	▼ 1000-Loc	cation A	▼ 06/29/2	2015	06/29/20	15 🖪 US	D	▼ SI-3		
Bill To: US	*	Ship To: PH		~						
US		PH		:	Salesperson:	JAS	₩ F	O Number:	PO1	
18 Central St. Edison, OH, 43320 Uni	ted States	5th Ave. Makati, NCR, 12	27 Philippines	:	Ship Via:	UPS Ground	¥ 1	Terms:	Due 28th of th	e Month
				1	Ship Date:	06/29/2015	🖻 C	Due Date:	07/28/2015	E
Comments: This is a s	ample Invoice.				Freight Term:		<b>~</b> [	Deliver/Pickup:		`
ᇢ Remove 🖶 Layout	- ү Filter Recor	ds (F3)								
📄 Item No	Description	UON	1	Ordered	Shipped	Discount	Tax	P	rice	Total
Installation	service type	Day		0.00	1.00	3.00	0.00	)	6.11	5.93
<b>V</b>	sample miscellar	neous it		0.00	2.00	0.00	0.00	)	5.00	10.0
				0.00	0.00	0.00	0.00		0.00	0.00

3. Click Yes button on the confirmation message.



- Tick the check box of the line item you wish to delete.
   Click the Delete button.

Invoice							
New Save Search Delete Und	o Print Post Reca						
Details Attachments							
Invoice Type: Customer:	Location: In	nvoice Date: P	ost Date: Sa	les Rep:	Currency:	Invoice No	:
Invoice 👻 100000001	▼ 01 ▼ 0	02/26/2015 🖪 0	02/26/2015 🖪 W	/IH 💙	USD 💙	SI-3	
Bill To: US Attn: Carla Brown 18 Central St. Edison, OH, 43320	Ship To: PH Attn: Amaya Castro Paseo de Roxas St. Makati, NCR, 1227	Ship ( Ship ) Comn	Via: UPS Ground		ns: 5º	012 % 5 NET 30	•
Delete Filter Records (F3)	×						
Location Item N	lo Descrip	ption	UOM	Ordered	Shipped	Price	Total
🔲 01 SWITC	CH On/Off	f Light Kit Switch	EACH	2.00	2.00	20.92	41.84
01	Sample	e miscellaneous it		1.00	1.00	10.11	10.11

3. Click Yes button on the confirmation message.

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?	You are about to delete 1 row. Are you sure you want to continue?
	Yes No