

# 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.
- 2. Click the **Remove** button.

Invoice - ABC Reseller

NewSaveSearchDeleteUndoPrintAdd ShipmentEmailDuplicatePostRecapRecurringClose

DetailsPrepays and Credit MemosInstructionsPayments (0)Attachments (0)Audit Log (3)Comments (0)

Source:StandardRecurring:Location:0001 - Fort WaynePO Number:PO#02Invoice No:SI-461

Type:InvoiceBill To:ABC ResellerFreight Term:Deliver/Pickup:PickupSplit:

Customer:ABC ResellerShip To:ABC ResellerShip Date:7/1/2016Salesperson:Jared Smith

Invoice Date:7/1/2016Ship Via:UPSAccount:12000-0000-000Currency:USDAccrual:1

Post Date:7/1/2016Terms:5% 5, Due Date:7/31/2016Comments:Standard Invoice

+ InsertOpenRemoveAdd RecipeGet Previous DetailsLayoutFilter Records (F3)

Item No.	Contract No.	Sequence	Description	Ordered	Order UOM	Shipped	UOM	Discount %	Tax	Sub Curr	Price	Total	Tax Group	Weight UOM
<input type="checkbox"/> 87G			87 Unleaded Ga...	0.00		100.00	Gallon	0.00%	22.81		1.850000	185.00	IN SST	
<input checked="" type="checkbox"/>			misc item	0.00		10.00		0.00%	0.00		5.130000	51.30		
<input type="checkbox"/>				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?

Yes

No

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

Invoice - ABC Reseller

NewSaveSearchDeleteUndoPrintAdd ShipmentEmailDuplicatePostRecapRecurringClose

DetailsInstructionsPayments (0)Attachments (0)Audit Log (5)Comments (0)

Type:StandardRecurring:Bill To:ABC ResellerFreight Term:DeliverInvoice No:SI-199Split:

Customer:ABC ResellerShip To:ABC ResellerDeliver/Pickup:PO#02BOL Number:

Invoice Date:04/21/2016Post:04/21/2016Ship Via:UPSDue Date:05/21/2016Salesperson:Jared SmithCurrency:USD

Location:0001 - Fort WayneTerms:5% 5, Net 30Accrual:1Ship Date:04/21/2016Comments:Sample Standard Invoice

+ InsertOpenRemoveAdd RecipeGet Previous DetailsLayoutFilter Records (F3)

Item No.	Contract No.	Contract Se	Description	Ordered	Order UOM	Shipped	UOM	Discount	Tax	Sub Currency	Price	Total	Weight UOM	Tax Group
<input type="checkbox"/> 87G			87 Unleaded Ga...	0.00		100.00	Gallon	0.00%	16.65		1.850000	185.00		IN SST
<input checked="" type="checkbox"/>			sample misc ite...	0.00		10.00		0.00%	0.00		5.130000	51.30		
<input type="checkbox"/>				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?

Yes

No

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.

Item No	Description	UOM	Ordered	Shipped	Discount	Tax	Price	Total	Tax Group
87G	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 are about to delete 1 row.  
Are you sure you want to continue?

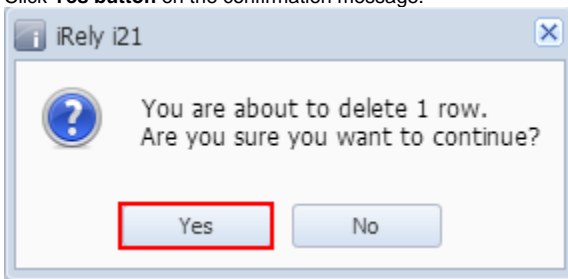
Yes No

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.

Item No	Description	UOM	Ordered	Shipped	Discount	Tax	Price	Total
Installation	service type	Day	0.00	1.00	3.00	0.00	6.11	5.93
	sample miscellaneous it...		0.00	2.00	0.00	0.00	5.00	10.00
			0.00	0.00	0.00	0.00	0.00	0.00

3. Click **Yes button** on the confirmation message.



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

Invoice

New Save Search Delete Undo Print Post Recap Close

Details Attachments

Invoice Type: Invoice Customer: 1000000001 Location: 01 Invoice Date: 02/26/2015 Post Date: 02/26/2015 Sales Rep: WIH Currency: USD Invoice No: 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 Date: 02/26/2015 PO Number: PO12 Ship Via: UPS Ground Terms: 5% 5 NET 30 Comments: This is a test Invoice comments.

Delete Filter Records (F3)

Location	Item No	Description	UOM	Ordered	Shipped	Price	Total
01	SWITCH	On/Off Light Kit Switch ...	EACH	2.00	2.00	20.92	41.84
<input checked="" type="checkbox"/>	01	Sample miscellaneous it...		1.00	1.00	10.11	10.11

3. Click **Yes button** on the confirmation message.

