## How to Delete Sales Order Line Item

- 1. On Sales Order screen, tick the check box button of the line item you wish to delete.
- 2. Click the **Remove button**.

iles Order - ABC Reseller ^ 🗆													
New Save	Search Delete Undo Pr	int Blend Pick Tick	et Pick List Shi	p Invoid	e Duplicate		Close						
Details         Instructions         Payments (0)         Attachments (0)         Audit Log (4)         Comments (0)         Approval (0)													
Гуре:	Standard v Recurr	ing: Bill To:	ABC Reseller	~	PO Number:	PO#05		Order No:	SO-168				
lustomer	ABC Reseller	✓ Ship To:	ABC Reseller	~	BOL No:	BOL#05		Split:					
Date:	6/30/2016	Ordered By:	By: irelyadmin		Status:	Open		<ul> <li>Salesperson:</li> </ul>		Jared Smith			
ue Date:	7/30/2016	Ship Via:	UPS	~	Freight Term	Term: Pickup		✓ Currency:		USD ~			
ocation:	0001 - Fort Wayne	<ul> <li>Terms:</li> </ul>	5% 5, Net 30	~				Comments:	Standard	SO			
+ Insert	Q Open X Remove	Add Recipe 🛛 🏢 Get F	Previous Details	88 Layout	Q. Filter	Records (F3	)						
lte	em No Contract No Con	tract Sequence Desc	ription	UOM	Shipped	Ordered	Discount	Tax	Price	Total	Tax Grou		
H 8	7G	87 Ur	nleaded Ga	Gallon	0.00	100.00	10.00%	22.81	1.850000	166.50	IN SST		
± 🗸		samp	ole misc ite		0.00	1.00	0.00%	0.00	10.500000	10.50			
Ŧ					0.00	0.00	0.00%	0.00	0.000000	0.00			

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



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

## 2. Click the Remove button.

Sales Order - ABC Reseiler ^ 🗆														
New Save Search Delete Und	o Print Pick Ticket Ship	Invoice Duplicate Custor	ner											
Details Instructions Payments (0) Attachments (0) Audit Log (2) Comments (0)														
Type: Standard	~	Ordered By:	irelyad	min	~	Order No:	SO-75							
Customer: ABC Reseller	✓ Ship To: ABC Reseller ✓				PO#05			Salesperson:	Jared Smitl ~	Status: O	pen	~		
Date: 04/19/2016 🗐 Due	:: 05/19/2016 🗐 Ship Via:	UPS	UPS v B			5		Split:	~	Currency:	USD	~		
Location: 0001 - Fort Wayne	<ul> <li>Terms:</li> </ul>	5% 5, Net 30	×	Freight Term:	Deliver		~	Comments:	· ·					
+ Insert Q Open X Remove	Add Recipe 📗 Get Pre	evious Details 🔠 Layout	Q,	Filter Records	s (F3)									
Item No	Contract Ne Contract Se Des	scription		UOM SI	hipped	Ordered	Disco	unt Tax	Price	Total	Tax Grou	up		
# 87G	87	Unleaded Gasoline		Gallon	0.00	100.00	0.00% 16.6		1.850000	185.00	IN SST			
+ 🗸	san	nple misc item			0.00	1.00	0.	00% 0.00	10.500000	10.50				
H [					0.00	0.00	0.	00% 0.00	0.000000	0.00				

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?



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

Sales Order	- ABC Reseller													
Details	Payments (0) Attachme	ents (0) Aud	hip Invoice dit Log (1) Co	mments (0)										
Type:	2: Standard v Recurring: Bill		ng: 🔄 Bill To:	o: ABC Reseller		Ordered B	ly: irelya	dmin	~	Order No:	SO-47			
Customer:	ABC Reseller		<ul> <li>Ship To:</li> </ul>	ABC Reseller	~	PO Numb	lumber:			Salesperson:	Mike Moria ~	Status:	Open	
Date:	01/20/2016 🗏 Due	: 01/25/201	16 🔟 Ship Via	Truck	~	BOL No:			Split:	~	Currency	: USD		
Location:	0001 - Fort Wayne		✓ Terms:	5% 5 Net 30	~	Freight Te	rm:		~	Comments:	Sample Quote.			
+ Insert	Q. Open X Remove	Add Re	cipe 🛛 📗 Get P	revious Details 🔠 Layout	Q,	Filter Reco	ords (F3)							
lt It	em No	Contrac	Contrac D	escription		UOM	Shipped	Ordered	Disc	ou Tax	Price	Total	Tax G	ro
H 8	7G		8	7 Unleaded Gasoline		Gallon	0.00	100.00	0.	00% 14.8	1.850000	185.00	) IN SS	г
+ 🗸			si	imple misc item			0.00	1.00	0.	00% 0.0	10.500000	10.50	)	
H .							0.00	0.00	0.	00% 0.0	0.000000	0.00	)	
Ŧ							0.00	0.00	0.	00% 0.0	0.000000	0.00	1	

3. Click Yes button on the confirmation message.



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



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

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2. Click the Remove button.
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Sales Ord	Sales Order - ABC Reseller														
New Sa	Image: Construction of the second														
Details Attachments Audit Log															
Type:	Standard 🖌 🖌	ABC Reseller	۷	Ordered By:	irelyadmin	Ƴ Or	der No:	SO-4							
Customer:	0001005066	Y Ship To:	ABC Reseller	v	PO Number:	PO#04		Sa	lesperson:	000100504	Y Status:	Oper	n 👻		
Date:	01/21/2016 🖪 Due: 0	01/21/20: 📧 Ship Via:	Truck	۷	BOL No:	BOL#04	Sp	lit:		Y Currenc	Currency: U				
Location:	0001 - Fort Wayne	Y Terms:	Due on Receipt	٧	Freight Term:	Truck		Ƴ Co	mments:	Sample sale	*				
<ul> <li>Insert</li> </ul>	🔍 View 🤤 Remove 📗	Get Previous Details 🔡	Layout - 💡 Filter Records (I	F3)											
	ltem No	Contract Contract	Description		UOM	Shipped	Ordered	Discoun	Та	ax Prio	e Tot	al	Tax Group		
+ 🗖 8	37G		87 Unleaded Gasoline		Gallon	0.00	100.00	0.	00 12	2.95 1.850	185	5.00	IN SST		
+ 🔽			sample misc item			0.00 5.00		5.00 0.00		0.00 4.160	000 20	0.80			
± 🗉						0.00	0.00	0.	DO 0	0.00 0.000	000 0	0.00			

3. Click Yes button on the confirmation message.



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

Sales Order - Home Dealers										20	
New Save Search Dele	te Undo Process Du	plicate Customer Close									
Details Attachments											
lustomer:	Location:	Date:		Currency: E	OL No:	Order	Status:		Order No:		
HOMEDEALER	<ul> <li>1000-Location A</li> </ul>	✓ 06/30/2015		USD 👻		Open			▼ SO-2		
Jill To: US	Y Ship To:	US	~								
US	US			Salesperson:	JAS		Y PO Nu	mber:	PO32156		
18 Central St. Edison, OH, 43320	18 Centr Edison,	al St. OH, 43320		Ship Via:	UPS Gro	UPS Ground Y Terr			Due 28th of th	e Month	
				Ordered By:	AGADMI	N	Y Due Date:		06/28/2015		
omments: This is a sample	e Sales Order. DUP: SO-1			Freight Term	s:		Y Split:				
🔾 Insert 🔍 View 🤤 Rer	nove 🖶 Layout 👻 🍞	Filter Records (F3)									
Item No	Description			UOM	Ordered	Shipped	Discoun	Tax	Price	Tota	
Other Charge	other charge			Hour	2.00	0.00	2.00	0.00	21.55	42.	
<b>V</b>	sample miscellaned	ous item			3.00	0.00	0.00	0.00	15.00	45.	
					0.00	0.00	0.00	0.00	0.00	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?
	Yes No

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

## 2. Click the Remove button.

🕜 Sale	s Order																			8	
New	Save	Search	Delete	Vindo	Process	Duplicate	Customer	Close													
Detai	ls Payr	ments	History	Item His	tory A	ttachments															
Order	Type:		Custom	ier:		Loca	tion:		D	ate:	С	urrency:	Ore	der Statu	IS:			01	rder No:		
Orde	er	~	10000	00001		▼ 01			▼ 0	2/25/2015	8 L	USD 🗸	Pe	ending			~	S	0-2		
Bill To	):				Ship	To:															
US PH			PH		Sales Rep:	١	WIH			~	PO Number:			PO11							
18 C	Attn: Carla Brown 18 Central St. Edison, OH, 43320			Pase	eo de Rox	Ship Via:	ι	JPS Grou	und	~	Ordere	ed By:				~					
Ediso				Мак	ati, NCR, .	Terms:	5	5% 5 NET 30 Y BOL					o:								
Comments: This is test sales order. DUP: SO-1						Due Date:	0	03/27/20	)15		•	Split:					~				
		🗩 🖂		(52)																	
	lemove	<b>T</b> Filte	r kecora	IS (F3)										014					Duine	Tatal	
	0.1		c.w/			0	escription	it Switch Eo	r Coiling	Eng., WITH CL S	CTI I	D	0		order	1.00	JISCOUNT	11	20.02	20.4	60
	01		3001	IGH		, c	n/on Light k	it switch i o	r cenny	i an - winner a			_	LACIT		1.00	1.	11	20.92	20.1	09
۲.																					F
									Subtotal:						total:			20	).69		
																Ship	oping:			0	).00
								Tax:							0	).00					
																Tot	al:			20	1.69
0 🗯	💡 Re	ady														14	4 Pa	age	1 of	1	112

3. Click Yes button on the confirmation message.

