

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.

Sales Order - ABC Reseller

New Save Search Delete Undo Print Blend Pick Ticket Pick List Ship Invoice Duplicate Recurring Close

DetailsInstructionsPayments (0)Attachments (0)Audit Log (4)Comments (0)Approval (0)

Type:StandardRecurring:Bill To:ABC ResellerPO Number:PO#05Order No:SO-168

Customer:ABC ResellerShip To:ABC ResellerBOL No:BOL#05Split:

Date:6/30/2016Ordered By:irelyadminStatus:OpenSalesperson:Jared Smith

Due Date:7/30/2016Ship Via:UPSFreight Term:PickupCurrency:USDCurrency:USD

Location:0001 - Fort WayneTerms:5% 5, Net 30Comments:Standard SO

+ InsertOpenRemoveAdd RecipeGet Previous DetailsLayoutFilter Records (F3)

Item No	Contract No	Contract Sequence	Description	UOM	Shipped	Ordered	Discount	Tax	Price	Total	Tax Group
<input type="checkbox"/> 87G			87 Unleaded Ga...	Gallon	0.00	100.00	10.00%	22.81	1.850000	166.50	IN SST
<input checked="" type="checkbox"/> sample misc ite...					0.00	1.00	0.00%	0.00	10.500000	10.50	
<input type="checkbox"/>					0.00	0.00	0.00%	0.00	0.000000	0.00	

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

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iRely i21

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.

Sales Order - ABC Reseller

New Save Search Delete Undo Print Pick Ticket Ship Invoice Duplicate Customer Close

DetailsInstructionsPayments (0)Attachments (0)Audit Log (2)Comments (0)

Type:StandardRecurring:Bill To:ABC ResellerOrdered By:irelyadminOrder No:SO-75

Customer:ABC ResellerShip To:ABC ResellerPO Number:PO#05Salesperson:Jared SmitlStatus:Open

Date:04/19/2016Due: 05/19/2016Ship Via:UPSFreight Term:DeliverCurrency:USDCurrency:USD

Location:0001 - Fort WayneTerms:5% 5, Net 30Comments:

+ InsertOpenRemoveAdd RecipeGet Previous DetailsLayoutFilter Records (F3)

Item No	Contract No	Contract Sequence	Description	UOM	Shipped	Ordered	Discount	Tax	Price	Total	Tax Group
<input type="checkbox"/> 87G			87 Unleaded Gasoline	Gallon	0.00	100.00	0.00%	16.65	1.850000	185.00	IN SST
<input checked="" type="checkbox"/> sample misc item					0.00	1.00	0.00%	0.00	10.500000	10.50	
<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 button of the line item you wish to delete.
2. Click the **Remove button**.

Item No	Contract...	Description	UOM	Shipped	Ordered	Discou...	Tax	Price	Total	Tax Gro...
87G		87 Unleaded Gasoline	Gallon	0.00	100.00	0.00%	14.80	1.850000	185.00	IN SST
		sample misc item		0.00	1.00	0.00%	0.00	10.500000	10.50	
				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?

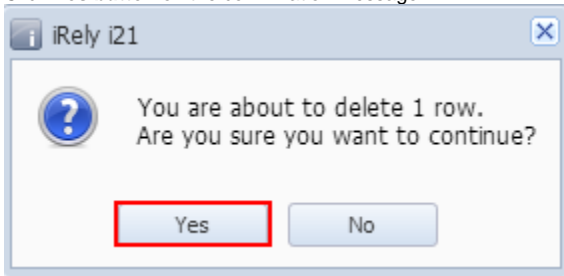
Yes

No

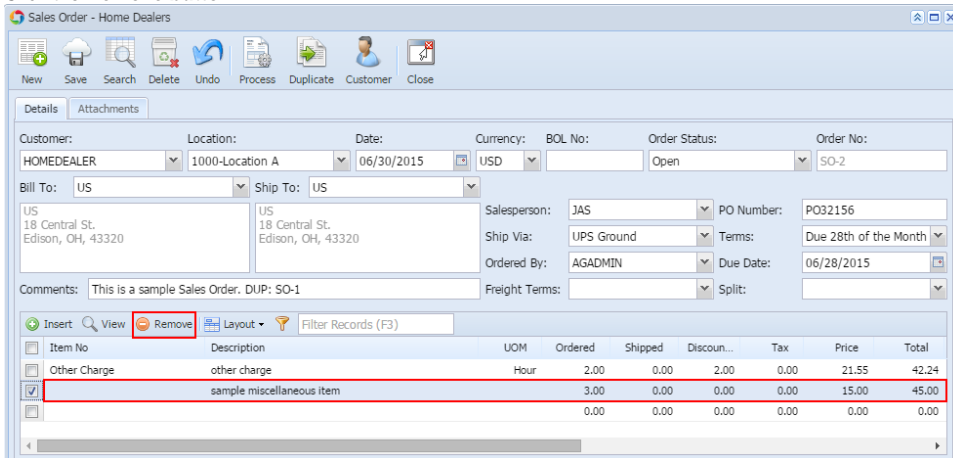
1. Tick the check box button of the line item you wish to delete.
2. Click the **Remove button**.

Item No	Contract...	Description	UOM	Shipped	Ordered	Discou...	Tax	Price	Total	Tax Group
87G		87 Unleaded Gasoline	Gallon	0.00	100.00	0.00	12.95	1.850000	185.00	IN SST
		sample misc item		0.00	5.00	0.00	0.00	4.160000	20.80	
				0.00	0.00	0.00	0.00	0.000000	0.00	

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

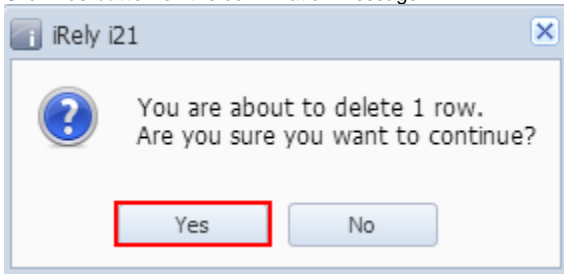


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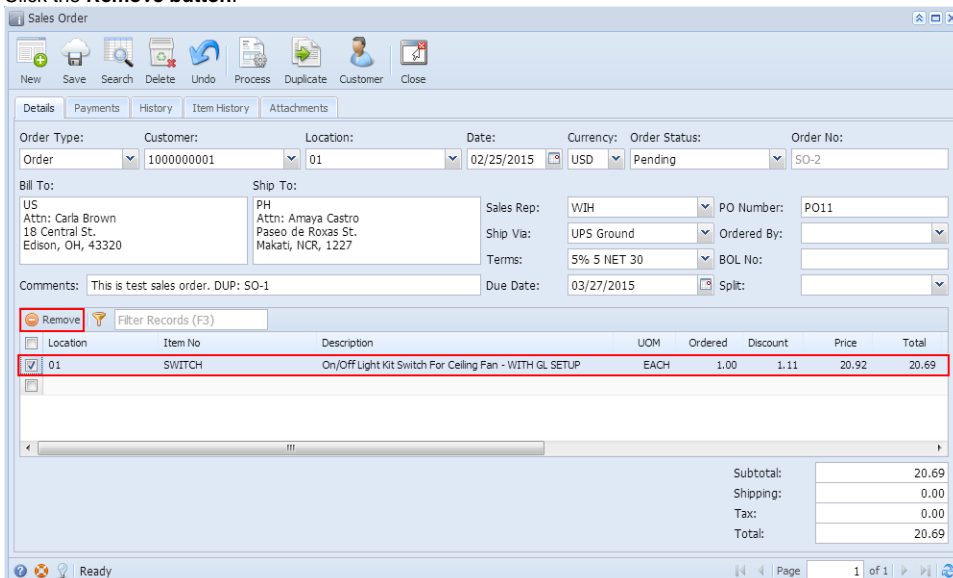


Item No	Description	UOM	Ordered	Shipped	Discoun...	Tax	Price	Total
Other Charge	other charge	Hour	2.00	0.00	2.00	0.00	21.55	42.24
<input checked="" type="checkbox"/>	sample miscellaneous item		3.00	0.00	0.00	0.00	15.00	45.00
			0.00	0.00	0.00	0.00	0.00	0.00

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



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Location	Item No	Description	UOM	Ordered	Discount	Price	Total
<input checked="" type="checkbox"/>	01	SWITCH	On/Off Light Kit Switch For Ceiling Fan - WITH GL SETUP	EACH	1.00	1.11	20.69

Subtotal: 20.69
Shipping: 0.00
Tax: 0.00
Total: 20.69

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

