How To Delete Line Item Details on Purchase Order

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

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

+ Insert 🔍 Open	Q, Tax Details	× Remove	맘 Layout 🔍	Filter Records (F3)									
Item No.	Contract	Description		Misc Description	UOM	Contract Qty	Ordered	Received	Discou	Cost	Тах	Total	Addition
Coffee		Coffee Beans	s	Coffee Beans	Bushels	0	500	0	0%	2.80	0.00	1,400.00	
Soybeans		Soybeans		Soybeans	Bushels	0	300	0	0%	1.92	0.00	576.00	
						0	0	0	0%	0.00	0.00	0.00	

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?	You are about to delete 1 row.					D							
	Are you sure you want to continue?			You	-								
	Yes No						?						
							Luna					-	
+ Insert Q, Open Q, Tax Details x Remove B Layout Q, Filter Records (F3)			o. Contra			Coffee Beans	Bushels	Contract Qty	Ordered 500		2.80	Tax 0.00	Total 1,400.00
+ Insert Q, Open Q, Tax Details x Remove 88 Layout Q, Filter Records (F3) Item No. Contract Description UDM Contract Qty Ordered Received Discou Cost Tax Total	Item No. Contract Description Misc Description UOM Contract Qty Ordered Received Discou Cost Tax Total	Coffee								0			

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.

📀 Insert 🖸	🔾 View 😑 Remove 🛛 🏪 Layout 🔹	Filter Records (F3)								
Item No.	Description	Misc Description	UOM	Ordered	Contract Qty	Received	Discoun	Cost	Tax	Tota
VWHEAT	'wheat - inv		Each	0	0	0	0%	12.50	None	0.
Glass ins	stallation 'Glass installation - Service	5	Each	0	0	0	0%	12.50	None	0.
Car Rent	tals 'Car Rentals - Other Charg	e	Each	0	0	0	0%	25.00	None	0.
Office S	upplies 'Office Supplies - non inv		Each	0	0	0	0%	9.99	None	0.
i21 Soft	ware 'i21 Software		Each	0	0	0	0%	35.00	None	0.
1000										

2 Click Remove action button

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	٢	Insert	QI	/iew	🔵 Rem	ove	ᡖ La	yout 🗸
		Item	No.		Descri	otion		
	V	'WHE	AT		'wheat	t - inv	v	
3. /	A warning	message will	prompt. Clic		ntinue.	in et s	llation	Conview
	🐻 iRe	ely i21			×			
	(?		ire about ou sure y		1 row. to continue?			
		Yes		No				

4. The selected item will be removed from the grid.

0	Insert 🔍 View	😑 Remove 🛛 🏪 Layout 🔹 🌱	Filter Records (F3)								
	Item No.	Description	Misc Description	UOM	Ordered	Contract Qty	Received	Discoun	Cost	Tax	Tota
	'Glass installation	'Glass installation - Services		Each	0	0	0	0%	12.50	None	0.
	'Car Rentals	'Car Rentals - Other Charge		Each	0	0	0	0%	25.00	None	0.
	'Office Supplies	'Office Supplies - non inv		Each	0	0	0	0%	9.99	None	0.
	'i21 Software	'i21 Software		Each	0	0	0	0%	35.00	None	0.

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	🔲 Ite	em No.	Description		UOM	Ordered	Contract Qty	Received	Discoun	Cost	Tax	Total	Additional Info
	🔽 Ite	em 1	Sample Item 1		Bags	10	0	C) 0	15.00	None	150.00	
2. (Click	Remov	e action butt	on.									
	0	Insert	😂 Remove	🍞 🛛 Filt	ter Reco	n							
		Item	No.	Descriptio	on								

- Item 1 Sample Item 1 1
- 3. A warning message will prompt. Click Yes to continue. blocked URL
- 4. The selected item 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

Item No.	Description	Ordered	Received	Discoun	Tax	Cost	Total	Comments
Sample Iter	m 1 Sample Item 1	5	0	0	0	15.00	75.00	
Click Delete	e action button.							
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😑 D	elete 🍸 Filt							
	0							
	elete 🍸 Filt Item No.							
	Item No.							
	Item No.							

- 3. A warning message will prompt. Click Yes to continue.
- blocked URL
- 4. The account will be deleted.