

How to Delete Quote Line Item

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

Quote - ABC Reseller

New Save Search Delete Undo Print Blend Process Duplicate Recurring Close

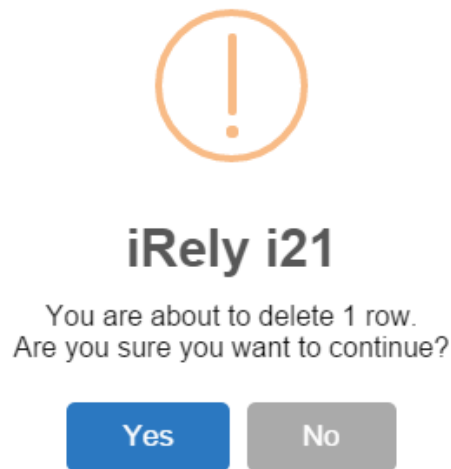
Details Instructions Attachments (0) Audit Log (3) Comments (0) Approval (0)

Type: Standard Bill To: ABC Reseller PO Number: Order No: QU-48
Customer: ABC Reseller Ship To: ABC Reseller BOL No: Split:
Date: 6/30/2016 Ordered By: irelyadmin Status: Pending Salesperson: Jared Smith
Due Date: 7/30/2016 Ship Via: UPS Template Currency: USD
Location: 0001 - Fort Wayne Terms: 5% 5, Net 30 Expiration: Comments: sample Standard Quote

+ Insert Open **X Remove** Add Recipe Get Previous Details Layout Filter Records (F3)

| Item No | Description | UOM | Ordered | Discount | Tax | Price | Total | Tax Group |
|-------------------------------------|-------------------|--------|---------|----------|------|-----------|-------|-----------|
| 87G | 87 Unleaded Ga... | Gallon | 1.00 | 10.00% | 0.23 | 1.850000 | 1.66 | IN SST |
| <input checked="" type="checkbox"/> | sample misc item | | 1.00 | 0.00% | 0.00 | 10.500000 | 10.50 | |
| | | | 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.

Quote - ABC Reseller

New Save Search Delete Undo Print Process Duplicate Customer Close

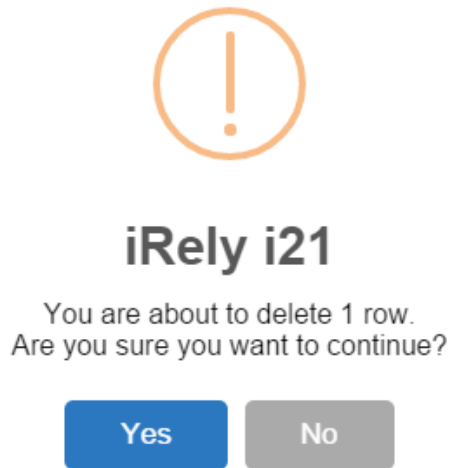
Details Instructions Attachments (0) Audit Log (1) Comments (0)

Type: Standard Bill To: ABC Reseller Ordered By: irelyadmin Order No: QU-22
Customer: ABC Reseller Ship To: ABC Reseller PO Number: Salesperson: Jared Sn Status: Pending
Date: 04/18/2016 Due: 05/18/201 Ship Via: UPS BOL No: Split: Currency: USD
Location: 0001 - Fort Wayne Terms: 5% 5, Net 30 Template Comments: Sample Quote, DUP: QU-21

+ Insert Open **X Remove** Add Recipe Get Previous Details Layout Filter Records (F3)

| Item No | Description | UOM | Ordered | Discount | Tax | Price | Total | Tax Group |
|-------------------------------------|----------------------|--------|---------|----------|------|-----------|-------|-----------|
| 87G | 87 Unleaded Gasoline | Gallon | 1.00 | 0.00% | 0.00 | 1.850000 | 1.85 | |
| <input checked="" type="checkbox"/> | sample misc item | | 1.00 | 0.00% | 0.00 | 10.500000 | 10.50 | |
| | | | 0.00 | 0.00% | 0.00 | 0.000000 | 0.00 | |

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

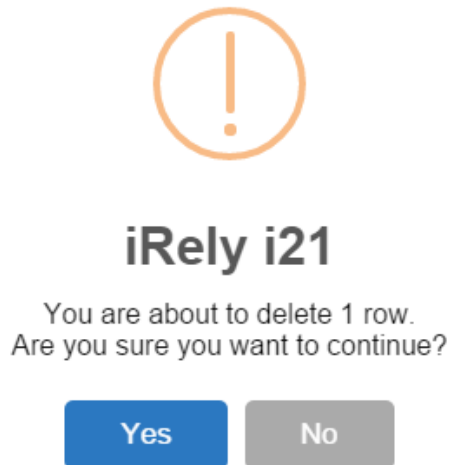


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2. Click the **Remove button**.

The screenshot shows a software window titled "Quote - ABC Reseller". It has a menu bar with options: New, Save, Search, Delete, Undo, Process, Duplicate, Customer, Close. Below the menu bar are tabs: Details, Attachments (0), Audit Log (2), Comments (0). The "Details" tab is active, showing a form with fields for Customer (ABC Reseller), Ship To (ABC Reseller), Ordered By (irelyadmin), Quote No (QU-2), Date (01/20/2016), Due (01/25/2016), Bill To (ABC Reseller), PO Number, Status (Won), Location (0001 - Fort Wayne), Ship Via (Truck), BOL No, Currency (USD), Split, Salesperson (Mike Moriarty), Terms (5% 5 Net 30), Template, and Comments (Sample Quote). Below the form is a table with columns: Item No, Description, UOM, Ordered, Discou..., Tax, Price, Total, Tax Gro..., and Commen. The table has three rows: 87G (87 Unleaded Gasoline), sample misc item (checked), and an empty row. The "Remove" button is highlighted with a red box.

| Item No | Description | UOM | Ordered | Discou... | Tax | Price | Total | Tax Gro... | Commen |
|-------------------------------------|----------------------|--------|---------|-----------|-------|-----------|--------|------------|--------|
| 87G | 87 Unleaded Gasoline | Gallon | 100.00 | 0.00% | 14.80 | 1.850000 | 185.00 | IN SST | |
| <input checked="" type="checkbox"/> | sample misc item | | 1.00 | 0.00% | 0.00 | 10.500000 | 10.50 | | |
| | | | 0.00 | 0.00% | 0.00 | 0.000000 | 0.00 | | |

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



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2. Click the **Remove** button.

Quote - ABC Reseller

Customer: 0001005066 Ship To: ABC Reseller Ordered By: irelyadmin Quote No: QU-3

Date: 01/20/2016 Due: 01/20/2016 Bill To: ABC Reseller PO Number: PO#04 Status: Won

Location: 0001 - Fort Wayne Ship Via: Truck BOL No: Currency: USD Split:

Salesperson: 0001005049 Terms: Due on Receipt Template: Comments: Sample Quote.

Insert View **Remove** Get Previous Details Layout Filter Records (F3)

| Item No | Description | UOM | Mainten... | Freqen... | Start Date | Ordered | Discoun... | Mainten... | Licens |
|---------|----------------------|--------|------------|-----------|------------|---------|------------|------------|--------|
| 87G | 87 Unleaded Gasoline | Gallon | | | | 10.00 | 0.00 | 0.000000 | 0.00 |
| | sample misc item | | | | | 5.00 | 0.00 | 0.000000 | 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.

Insert View **Remove** Layout Filter Records (F3)

| Item No | Description | UOM | Ordered | Discoun... | Tax | Price | Total | Comments | Stor |
|---------|---------------------------|-------|---------|------------|------|--------|--------|----------|------|
| Bag | Inventory Type | Dozen | 2.00 | 0.00 | 0.00 | 22.00 | 44.00 | | |
| | sample miscellaneous item | | 1.00 | 0.00 | 0.00 | \$5.00 | \$5.00 | | |
| | | | 0.00 | 0.00 | 0.00 | 0.00 | 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