## How to Delete Sales Order

- 1. Open the Sales Order that you wish to delete. Sales Orders that has been processed to Invoice or Inventory Shipment cannot be deleted. You have to delete the corresponding invoice and inventory shipment first before deleting the sales order.
- 2. Click the Delete button.





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3. Click Yes button on the confirmation message.





Are you sure you want to delete this record?



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## 2. Click the Delete button.

Sales Order - ABC Reseller										
New	Save	Search	Delete	Undo	Print	Ship	Invoice	e Duplicate	Customer	Close
Detai	ils P	ayments (	0) Atta	chment	s (0)	Audit L	og (1)	Comments (0)		

3. Click Yes button on the confirmation message.





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- 2. Click the Delete toolbar button.

	New	Save	L C Search	Delete	Vindo	Print	Process	Duplicate	2 Customer	Close
	Details	Atta	chments	Audit	Log					
3.	Click <b>Yes b</b>	utton on	the confir	mation me	essage.					
	💼 iRely	i21					×			
	?	Are yo	ou sure y	/ou wan	t to del	ete this r	ecord?			
			Yes		No					

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New	Save	Search	Delete	Undo	Process	Duplicate	Customer	Close

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?	Are you sure you want to delete this record?
	Yes No