

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

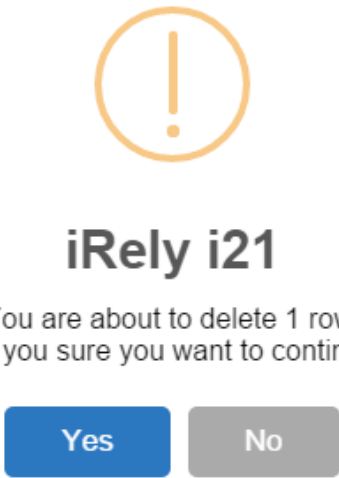
Due Date:7/30/2016Ship Via:UPSFreight Term:PickupCurrency:USD

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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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

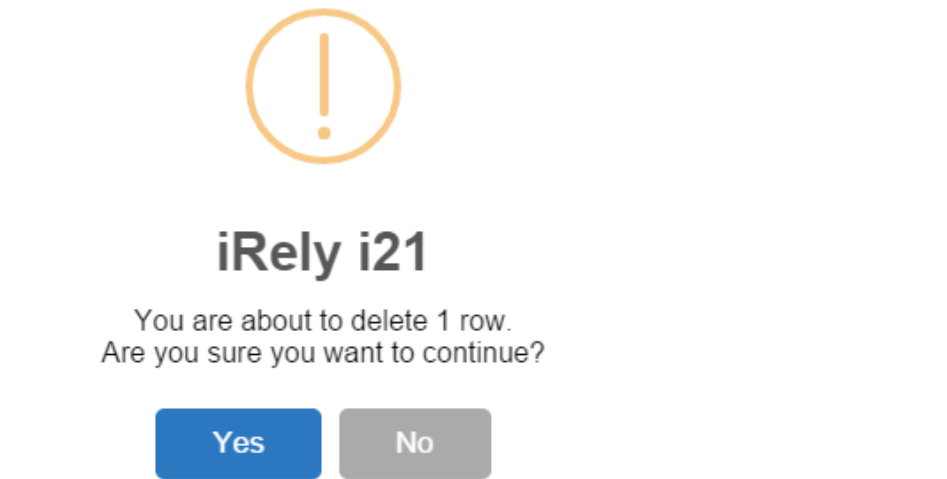
Date:04/19/2016Due: 05/19/2016Ship Via:UPSFreight Term:DeliverCurrency:USD

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

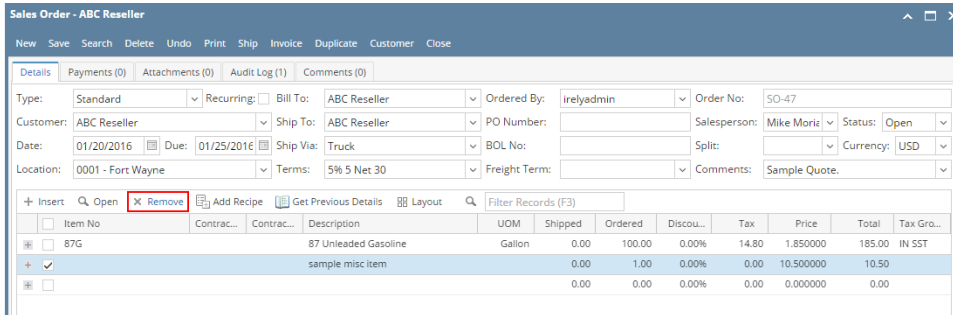
+ InsertOpenRemoveAdd RecipeGet Previous DetailsLayoutFilter Records (F3)

Item No	Contract No	Contract Se	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	

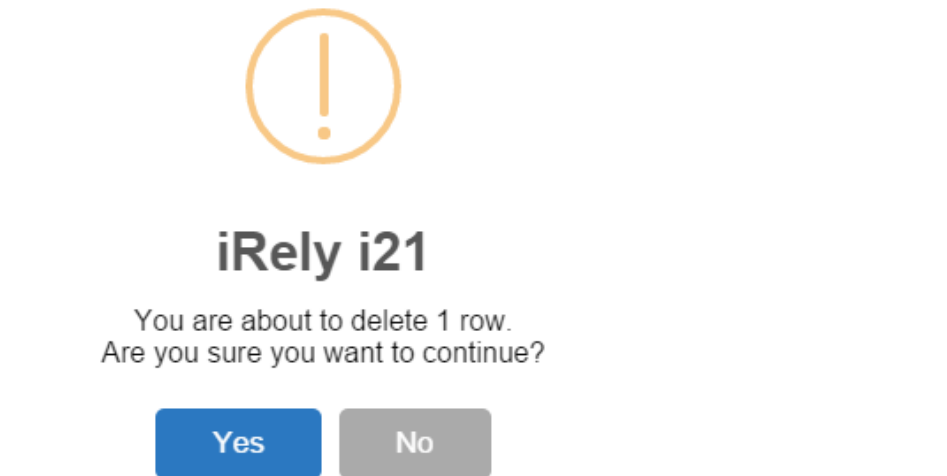
3. Click **Yes button** on the confirmation message.



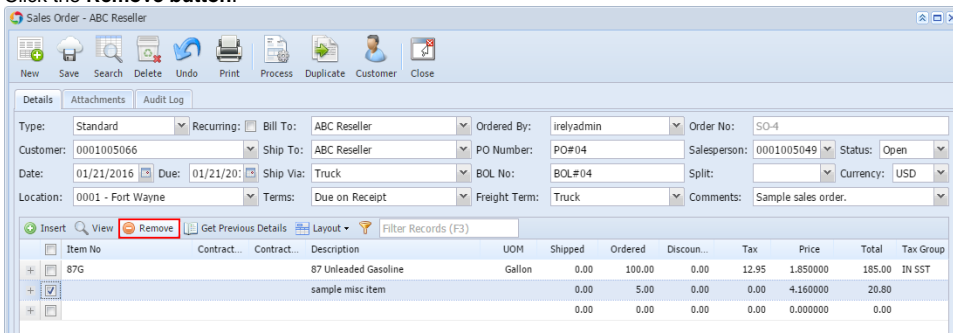
1. Tick the check box button of the line item you wish to delete.
2. Click the **Remove button**.



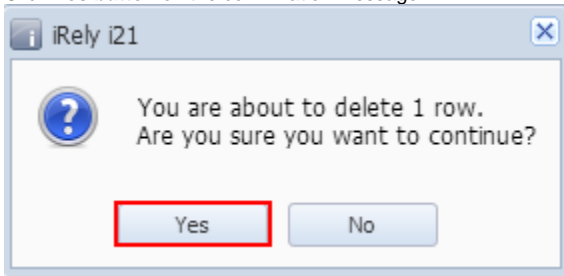
3. Click **Yes button** on the confirmation message.



1. Tick the check box button of the line item you wish to delete.
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3. Click **Yes** button on the confirmation message.



1. Tick the check box button of the line item you wish to delete.
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Sales Order - Home Dealers

Details Attachments

Customer: HOMEDEALER Location: 1000-Location A Date: 06/30/2015 Currency: USD BOL No: Order Status: Open Order No: SO-2

Bill To: US Ship To: US

US 18 Central St. Edison, OH, 43320 US 18 Central St. Edison, OH, 43320

Salesperson: JAS PO Number: PO32156

Ship Via: UPS Ground Terms: Due 28th of the Month

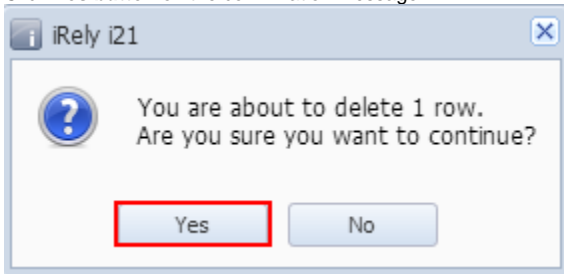
Ordered By: AGADMIN Due Date: 06/28/2015

Comments: This is a sample Sales Order. DUP: SO-1 Freight Terms: Split:

Insert View Remove Layout Filter Records (F3)

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
✓ 1	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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Sales Order

Details Payments History Item History Attachments

Order Type: Order Customer: 1000000001 Location: 01 Date: 02/25/2015 Currency: USD Order Status: Pending Order No: SO-2

Bill To: US Attn: Carla Brown 18 Central St. Edison, OH, 43320 Ship To: PH Attn: Amaya Castro Paseo de Roxas St. Makati, NCR, 1227

Sales Rep: W/H PO Number: PO11

Ship Via: UPS Ground Ordered By:

Terms: 5% 5 NET 30 BOL No:

Comments: This is test sales order. DUP: SO-1 Due Date: 03/27/2015 Split:

Remove Filter Records (F3)

Location	Item No	Description	UOM	Ordered	Discount	Price	Total
✓ 01	SWITCH	On/Off Light Kit Switch For Ceiling Fan - WITH GL SETUP	EACH	1.00	1.11	20.92	20.69

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

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

