

How to Delete Credit Memo Line Item

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

Credit Memo - ABC Reseller

New Save Search Delete Undo Print Add Shipment Email Duplicate Post Recap Recurring Close

Details

Prepays and Credit Memos

Instructions

Payments (0)

Attachments (0)

Audit Log (3)

Comments (0)

Source: Standard

Recurring: ☐

Location: 0001 - Fort Wayne

PO Number:

Invoice No: SI-470

Type: Credit Memo

Bill To: ABC Reseller

Freight Term:

Deliver/Pickup: Pickup

Split:

Customer: ABC Reseller

Ship To: ABC Reseller

Ship Date: 7/5/2016

Salesperson: Jared Smith

Invoice Date: 7/5/2016

Ship Via: UPS

Account: 12000-0000-000

Currency: USD

Accrual: 1

Post Date: 7/5/2016

Terms: 5% 5,

Due Date: 8/4/2016

Comments:

+ Insert

Open

X Remove

Add Recipe

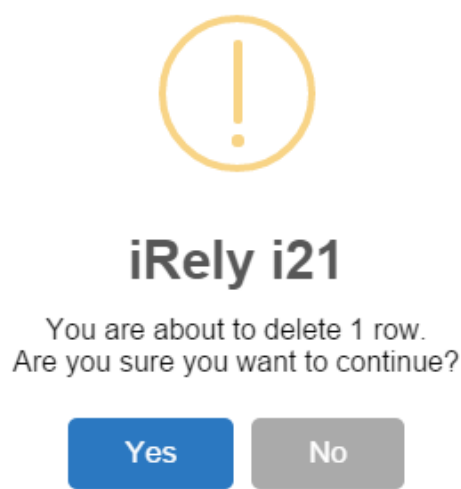
Get Previous Details

Layout

Filter Records (F3)

Item No.	Contract No.	Sequence	Description	Ordered	Order UOM	Shipped	UOM	Discount %	Tax	Sub Curr	Price	Total	Tax Group	Weight UOM
<input type="checkbox"/> 87G			87 Unleaded Ga...	0.00		10.00	Gallon	0.00%	0.00		1.850000	18.50	IN SST	
<input checked="" type="checkbox"/>			misc item	0.00		20.00		0.00%	0.00		0.550000	11.00		
<input type="checkbox"/>				0.00		0.00		0.00%	0.00		0.000000	0.00		

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



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Credit Memo - ABC Reseller

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Details

Instructions

Payments (0)

Attachments (0)

Audit Log (10)

Comments (0)

Type: Credit Memo

Recurring: ☐

Bill To: ABC Reseller

Freight Term: Pickup

Invoice No: SI-203

Split:

Customer: ABC Reseller

Ship To: ABC Reseller

Deliver/Pickup:

PO Number:

BOL Number:

Invoice Date: 04/22/2016

Post: 04/22/2016

Ship Via: UPS

Due Date: 05/22/2016

Salesperson: Jared Smith

Currency: USD

Location: 0001 - Fort Wayne

Terms: 5% 5, Net 30

Accrual: 1

Ship Date: 04/22/2016

Comments: Sample Credit Memo

+ Insert

Open

X Remove

Add Recipe

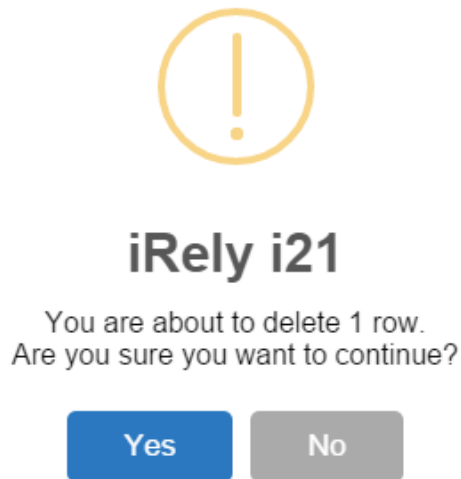
Get Previous Details

Layout

Filter Records (F3)

Item No.	Contract No.	Contract Seq	Description	Ordered	Order UOM	Shipped	UOM	Discount	Tax	Sub Currency	Price	Total	Weight UOM	Tax Group
<input type="checkbox"/> 87G			87 Unleaded...	0.00		100.00	Gallon	0.00%	16.65		1.850000	185.00		IN SST
<input checked="" type="checkbox"/>			misc item	0.00		20.00		0.00%	0.00		0.550000	11.00		
<input type="checkbox"/>				0.00		0.00		0.00%	0.00		0.000000	0.00		

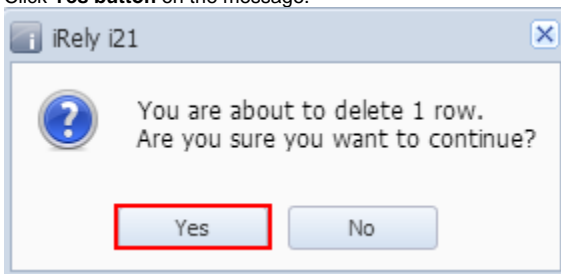
3. Click **Yes** button on the message.



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

The screenshot shows the "Credit Memo - ABC Reseller" window. The toolbar includes buttons for New, Save, Search, Delete, Undo, Print, Add Shipment, Email, Post, Recap, and Close. The "Remove" button is highlighted with a red box. Below the toolbar is a table with columns: Item No, Contract..., Contract..., Description, UOM, Ordered, Shipped, Discount, Tax, Price, Total, and Tax Group. The second row is selected, showing "sample misc item" with a total of 232.50.

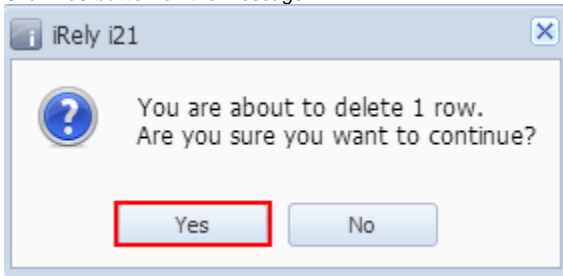
3. Click **Yes** button on the message.



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

The screenshot shows the "Credit Memo - Home Dealers" window. The toolbar includes buttons for New, Save, Search, Delete, Undo, Print, Post, Recap, and Close. The "Remove" button is highlighted with a red box. Below the toolbar is a table with columns: Item No, Description, UOM, Ordered, Shipped, Discount, Tax, Price, and Total. The second row is selected, showing "sample miscellaneous item" with a total of 32.00.

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



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

Credit Memo

New Save Search Delete Undo Post Recap Close

Details Attachments

Invoice Type: Credit Memo Customer: 1000000001 Location: 01 Invoice Date: 02/27/2015 Post Date: 02/27/2015 Sales Rep: WIH Currency: USD Invoice No: SI-4

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 Ship Date: 02/27/2015 PO Number: PO15 Ship Via: UPS Ground Terms: 5% 5 NET 30 Comments: This is a sample Credit Memo comment

Remove Filter Records (F3)

Location	Item No	Description	UOM	Ordered	Shipped	Price	Total
01	SWITCH	On/Off Light Kit Switch F...	EACH	1.00	1.00	20.92	20.92
<input checked="" type="checkbox"/>	01	Sample Miscellaneous Item		10.00	10.00	3.15	31.50

Subtotal: 52.42
Shipping: 0.00
Tax: 0.00
Total: 52.42

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

