

# How To Delete Line Item Details on Purchase Order

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.
- 2. Click **Remove** action button.

Insert		Open		Tax Details		<div>Remove</div>		Layout		Filter Records (F3)			
<input type="checkbox"/>	Item No.	Contract	Description	Misc Description	UOM	Contract Qty	Ordered	Received	Discou...	Cost	Tax	Total	Addition
<input type="checkbox"/>	Coffee		Coffee Beans	Coffee Beans	Bushels	0	500	0	0%	2.80	0.00	1,400.00	
<input checked="" type="checkbox"/>	Soybeans		Soybeans	Soybeans	Bushels	0	300	0	0%	1.92	0.00	576.00	
<input type="checkbox"/>						0	0	0	0%	0.00	0.00	0.00	

- 3. A warning message will prompt. Click **Yes** to continue.



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

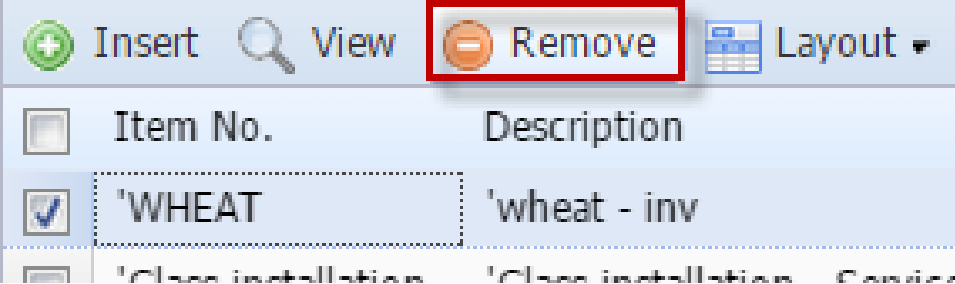
+ Insert   Q Open   Q Tax Details   X Remove   Layout   Q Filter Records (F3)													
<input type="checkbox"/>	Item No.	Contract	Description	Misc Description	UOM	Contract Qty	Ordered	Received	Discou...	Cost	Tax	Total	Addition
<input type="checkbox"/>	Coffee		Coffee Beans	Coffee Beans	Bushels	0	500	0	0%	2.80	0.00	1,400.00	
<input type="checkbox"/>						0	0	0	0%	0.00	0.00	0.00	
<input type="checkbox"/>													

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

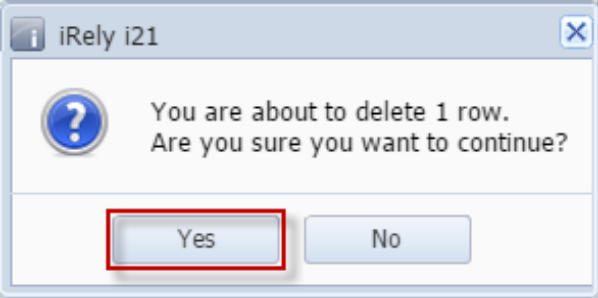
- 1. Select the line item you want to delete by checking its corresponding check box.

Insert		View	Remove	Layout	Filter Records (F3)						
<input type="checkbox"/>	Item No.	Description	Misc Description	UOM	Ordered	Contract Qty	Received	Discoun...	Cost	Tax	Total
<input checked="" type="checkbox"/>	'WHEAT	'wheat - inv		Each	0	0	0	0%	12.50	None	0
<input type="checkbox"/>	'Glass installation	'Glass installation - Services		Each	0	0	0	0%	12.50	None	0
<input type="checkbox"/>	'Car Rentals	'Car Rentals - Other Charge		Each	0	0	0	0%	25.00	None	0
<input type="checkbox"/>	'Office Supplies	'Office Supplies - non inv		Each	0	0	0	0%	9.99	None	0
<input type="checkbox"/>	'I21 Software	'I21 Software		Each	0	0	0	0%	35.00	None	0

- 2. Click **Remove** action button.



- 3. A warning message will prompt. Click **Yes** to continue.



- The selected item will be removed from the grid.

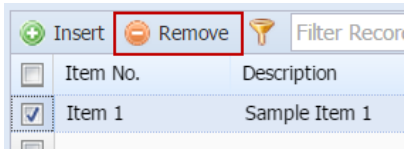
Filter Records (F3)											
Item No.	Description	Misc Description	UOM	Ordered	Contract Qty	Received	Discoun...	Cost	Tax	Total	
<input type="checkbox"/>	'Glass installation	'Glass installation - Services	Each	0	0	0	0%	12.50	None	0.	
<input type="checkbox"/>	'Car Rentals	'Car Rentals - Other Charge	Each	0	0	0	0%	25.00	None	0.	
<input type="checkbox"/>	'Office Supplies	'Office Supplies - non inv	Each	0	0	0	0%	9.99	None	0.	
<input type="checkbox"/>	'121 Software	'121 Software	Each	0	0	0	0%	35.00	None	0.	

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.

<input type="checkbox"/>	Item No.	Description	UOM	Ordered	Contract Qty	Received	Discoun...	Cost	Tax	Total	Additional Info
<input checked="" type="checkbox"/>	Item 1	Sample Item 1	Bags	10	0	0	0	15.00	None	150.00	
<input type="checkbox"/>											

- Click **Remove** action button.



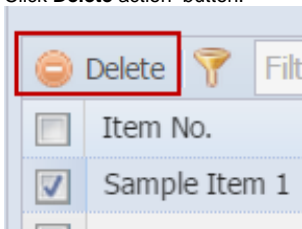
- A warning message will prompt. Click **Yes** to continue.  
[blocked URL](#)
- The selected item will be deleted.

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.

Item No.	Description	Ordered	Received	Discoun...	Tax	Cost	Total	Comments
<input checked="" type="checkbox"/>	Sample Item 1	Sample Item 1	5	0	0	0	15.00	75.00

- Click **Delete** action button.



- A warning message will prompt. Click **Yes** to continue.  
[blocked URL](#)
- The account will be deleted.