



SALES

COMMERCIALS - DELETE (DEACTIVATE) COMMERCIAL

It is a good habit to first view the Customer list for the Commercial, to ensure that no Customers are still linked to the commercial, before deactivating it.

Ribbon Access: Sales > Commercials

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- 1. The Sales Commercials listing screen will display.
- 2. Click on the **row** of the Sales Commercial you wish to deactivate.
- 3. Click on **Delete**.

Short cut key: *Right click* to display the *Maintenance* menu list. Click on *Delete*.



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- 4. When you receive the *Delete Commercial* message will to confirm;
 - Are you sure you want to deactivate this commercial, it cannot be re-instated directly.
- 5. Click on **Yes** if you are certain about your selection.



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	1		5	Yes	No		

- 6. Next you will receive confirmation to confirm that;
 - Commercial deactivated.
- 7. Click on *OK*.

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- 8. The Sales Commercial that has been deactivated is no longer available on the *Sales Commercials* screen.
- 9. Click on the Close screen button to return to the *Sales Commercials* listing screen.

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