

SALES

ORDERS - DELETE SALES ORDER

Ribbon Access: Sales > Orders



- 1. The *Sales Orders* listing screen will be displayed.
- 2. Ensure that the correct *Site* and Status have been selected.
 - The example has *Durban* and the *New Order* selected.
- 3. Click in the *row* of the Sales Order that you wish to remove.
- 4. Click on *Delete*.

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

5. When you receive the *Confirm delete Order* message;

• Are you sure you want to delete this Order?

6. Click on Yes.



Orders - Delete Sales Order

	Hom	e Equipment	/Locations Contract	Finance / H	Sales Orders - BPO	Version 2.4.0. nance / Projects		cturing Pro		Service R	Reporting	Utilities	- 8	x
-	d Edit	Delete View	Forward Creat	te Create	Add Items New Deal	Save Layout	Vorkspace	Print Sales	Print Proforma	Export New	oan order	Refresh		
			Invoid	ce New Deal	to WO Project		•	Order	Invoice			_		
	Main	tain	Navigati 🖌	Pr	ocess 4	Forma		4	Print	4	Currer	it	4	-
C	a column he		p by tha 4 mn						2					
	OrderNo	CustomerCode	CustomerName	OrderStatus	Desc OrderDescription	OrderValue	Currency	OrderDate	SalesmanName	ExchangeRate	TaxRate	OrderTime	DeptCode	
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1	DR0000207	NET001	Networking and Lapto	New order	test	564.30	ZAR	03/08/2017	Bianca Du Toit	1.00	14.00	01:10:42		
1	DR0000212	HOP001	Hope Works (Pty) Ltd	New order	1234	628.27	ZAR	07/08/2017	Bianca Du Toit	1.00	1.00	11:48:45		
1	DR0000218	TIN001	Tinas Coffee Shop	New order	test	24,071.10	ZAR	14/08/2017	Bianca Du Toit	1.00	1.00	11:18:17		
t	DR0000220	BET0001	Betties Summer Shop	New order	1234	23,029.07	ZAR	21/08/2017	Bianca Du Toit	1.00	14.00	11:49:29		
1	DR0000221	HOP001	Hope Works (Pty) Ltd	New order		4,745.59	ZAR	04/09/2017	Bianca Du Toit	1.00	14.00	14:49:36		
7	DR0000222	SAM001	Samanthas Diner	New order	test	402.85	USD	04/09/2017	Bianca Du Toit	10.00	0.00	02:50:18		
	DR0000224	JOE0001	Joes Carpentry Shop	New order	test	458.85	ZAR	25/10/2017	Bianca Du Toit	1.00	14.00	08:57:54		
	DR0000243	HOP001	Hope Works (Pty) Ltd	New order	Confirm delete Order		-5	×	Bianca Du Toit	1.00	14.00	11:39:12		
	DR0000244	HOP001	Hope Works (Pty) Ltd	New order		1			Bianca Du Toit	1.00	15.00	10:18:06		
	DR0000251	HOP001	Hope Works (Pty) Ltd	New order		1.1			Bianca Du Toit	1.00	15.00	02:58:26		
	DR0000257	DER001	Derton / Technologies	New order	Are you sure you want to delete this Order?				Bianca Du Toit	1.00	14.00	14:16:30		
	DR0000279	APP0001	Apple Juice Inc	New order					Belinda Sharman	1.00	15.00	16:56:08		
	DR0000281	TIA001	Titan Group	New order					Bianca Du Toit	1.00	15.00	16:47:51		
	DR0000282	HOP001	Hope Works (Pty) Ltd	New order	6>[Yes	N	0	Bianca Surend	1.00	15.00	04:48:13		
	DR0000283	HOP001	Hope Works (Pty) Ltd	New order					Bianca Surend	1.00	15.00	04:50:21		
	DR0000284	HOP001	Hope Works (Pty) Ltd	New order	1234	0.00	ZAR	09/01/2019	Bianca Surend	1.00	15.00	04:51:52		
	DR0000285	BEA001	Bearing and Shoe	New order	TestQuoteStatus	1,104.00	ZAR	09/01/2019	Bianca Surend	1.00	15.00	04:58:22		
1	DR.0000286	BEA001	Bearing and Shoe	New order	quotereftest	0.00	ZAR	09/01/2019	Bianca Surend	1.00	15.00	04:59:34		
	DR0000287	APP0001	Apple Juice Inc	New order	8745	993.60	ZAR	09/01/2019	Bianca Surend	1.00	15.00	05:06:46		
1		HOP001	Hope Works (Pty) Ltd	New order	1234	864.00	740	25/07/2019	Bianca Du Toit	1.00	15.00	10:12:42		

The Sales Order will be removed from the *Sales Orders* listing screen.

Related Topics

- Add a Sales Order
- Print / Email Sales Order
- Print Pro-Forma Invoice
- Create Sales Invoice from Sales Order
- <u>Create New Deal Sale / Rental (creates a call)</u>
- <u>Create New Deal Project Sale / Rental</u>

MNU.126.009