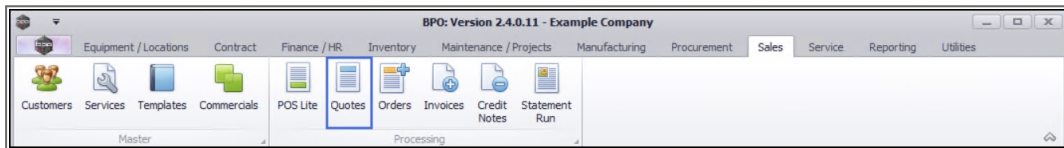


SALES

ORDERS – DELETE SALES ORDER

Ribbon Access: Sales > Orders

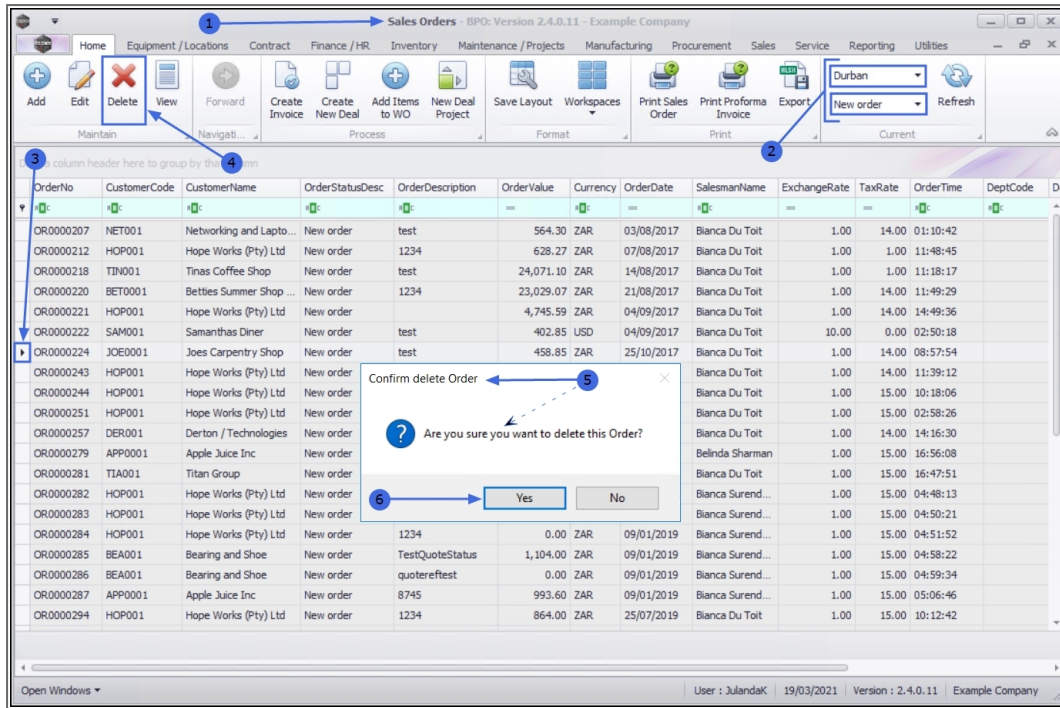


1. The **Sales Orders** listing screen will be displayed.
2. Ensure that the correct **Site** and Status have been selected.
 - The example has **Durban** and the **New Order** selected.
3. Click in the **row** of the Sales Order that you wish to remove.
4. Click on **Delete**.



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**.



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](#)
- [Create New Deal Sale / Rental \(creates a call\)](#)
- [Create New Deal Project Sale / Rental](#)

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