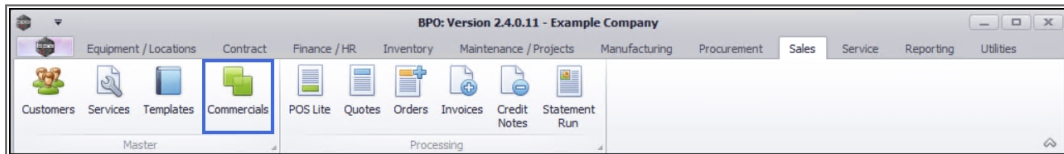


## SALES

# 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.

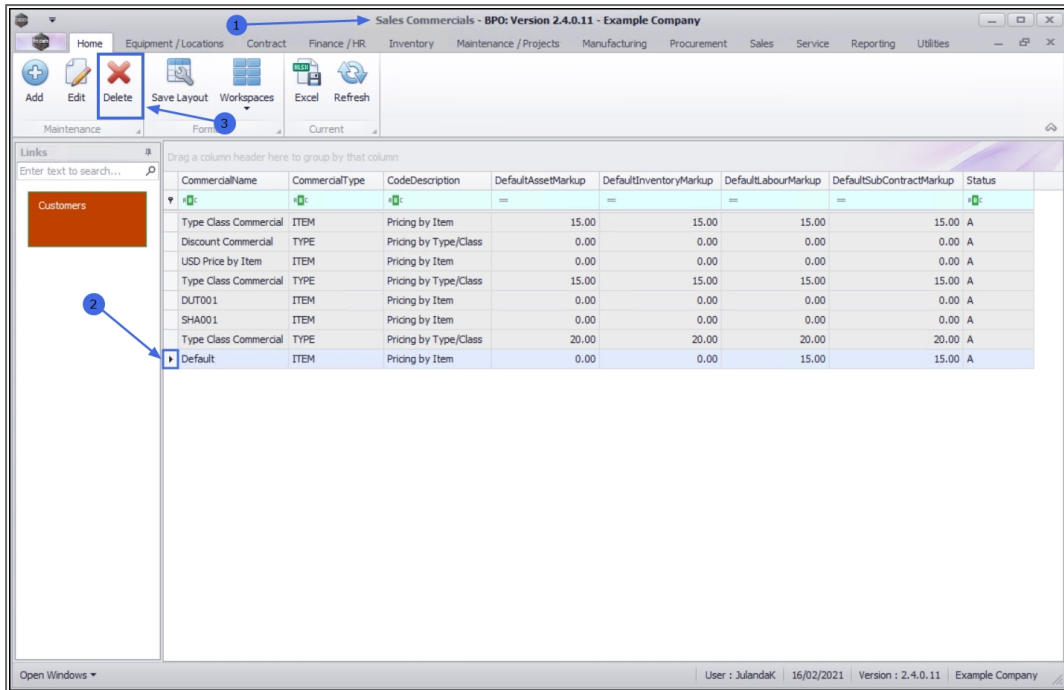
**Ribbon Access:** *Sales > Commercials*



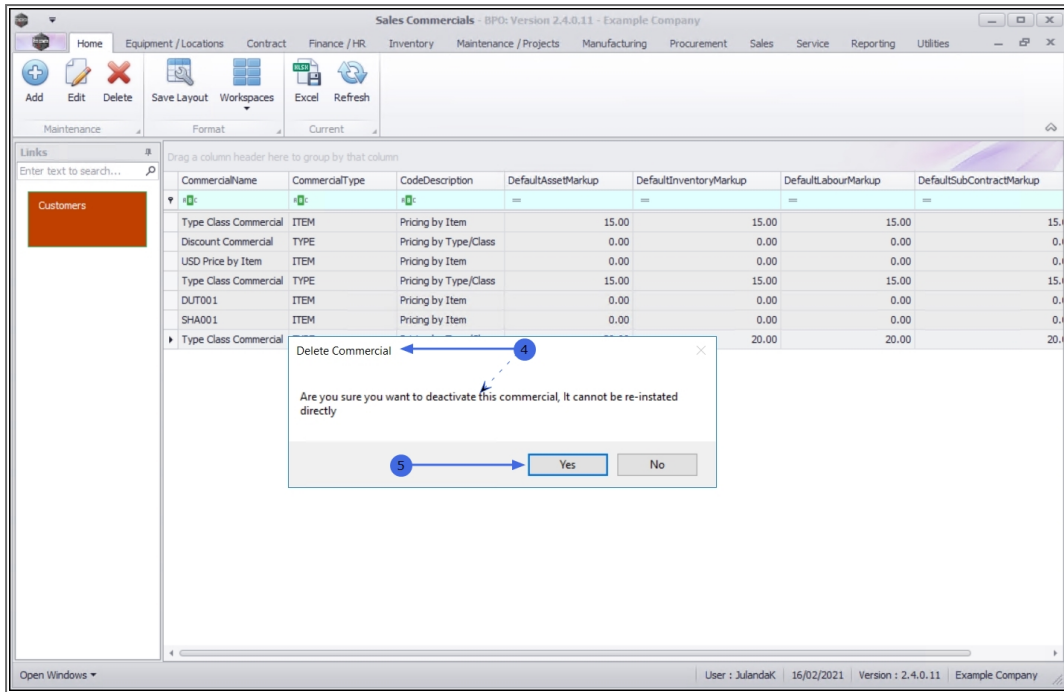
1. The **Sales Commercials** listing screen will display.
2. Click on the **row** of the Sales Commercial you wish to deactivate.
3. Click on **Delete**.



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



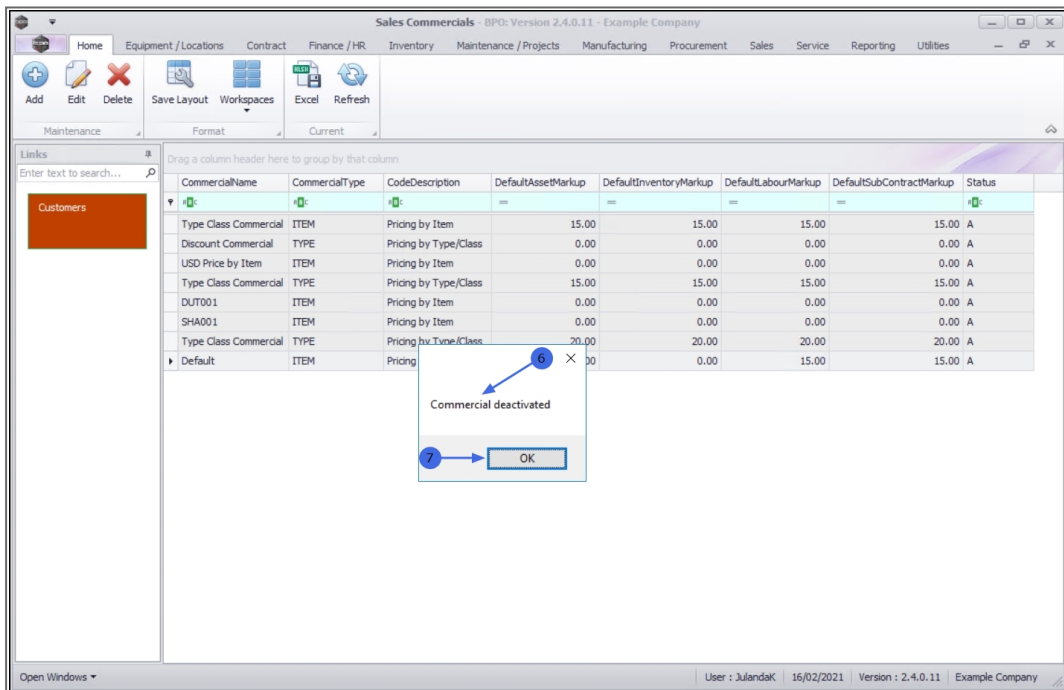
4. When you receive the **Delete Commercial** message will to confirm;
  - **Are you sure you want to deactivate this commercial, it cannot be re-instated directly.**
5. Click on **Yes** if you are certain about your selection.



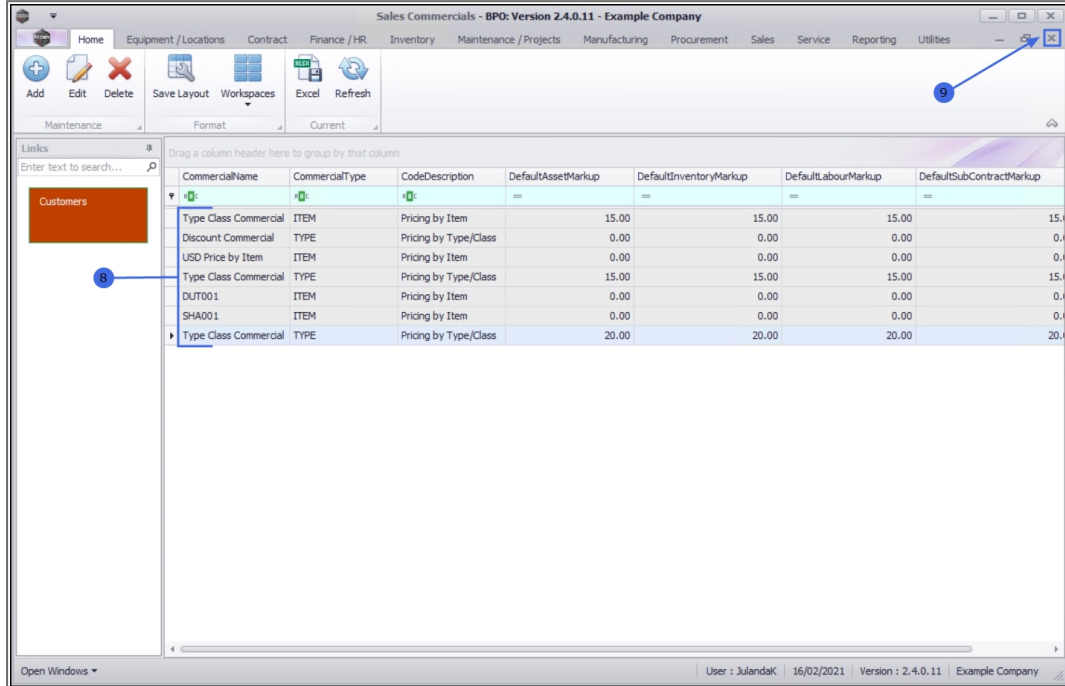
6. Next you will receive confirmation to confirm that;

- **Commercial deactivated.**

7. Click on **OK**.



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.



MNU.067.004