



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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	Equipment	t / Locations	Contract	Finance	/ HR	Inventory	Maint	enance /	Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	
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Master				Processing					4						\$	

- 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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Links #								
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	Discount Commercial	TYPE	Pricing by Type/Class	0.00	0.00	0.00	0.00	A
	USD Price by Item	ITEM	Pricing by Item	0.00	0.00	0.00	0.00	A
	Type Class Commercial	TYPE	Pricing by Type/Class	15.00	15.00	15.00	15.00	A
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	SHA001	ITEM	Pricing by Item	0.00	0.00	0.00	0.00	A
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Open Windows 🔻					Use	er : JulandaK 16/02/2	021 Version : 2.4.0.11 E	xample Company

- 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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	DUT001	ITEM	Pricing by Item	0.00	0.00	0.00	0.0
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		Are you sure you directly	want to deactivate this a	✓ Ves	instated		
Open Windows 🕶					User : JulandaK	16/02/2021 Version : 2.4	1.0.11 Example Company

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

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	DUT001	ITEM	Pricing by Item	0.00	0.00	0.00	0.00	A
	SHA001	ITEM	Pricing by Item	0.00	0.00	0.00	0.00	A
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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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	Type Class Commercial	ITEM	Pricing by Item	15.00	15.00	15.00	15.0
	Discount Commercial	TYPE	Pricing by Type/Class	0.00	0.00	0.00	0.1
	USD Price by Item	ITEM	Pricing by Item	0.00	0.00	0.00	0.0
8	Type Class Commercial	TYPE	Pricing by Type/Class	15.00	15.00	15.00	15.0
	DUT001	ITEM	Pricing by Item	0.00	0.00	0.00	0.0
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