

SALES

ORDERS - DELETE SALES ORDER

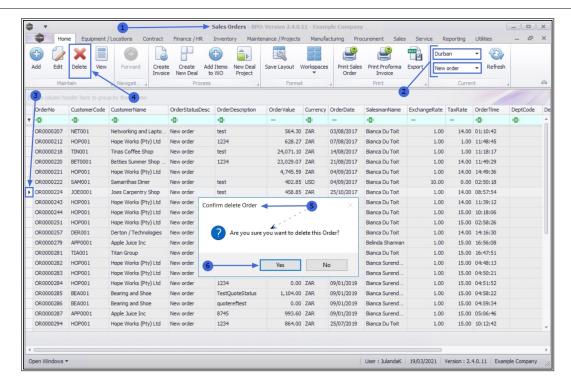
Ribbon Access: Sales > Orders



- 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



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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