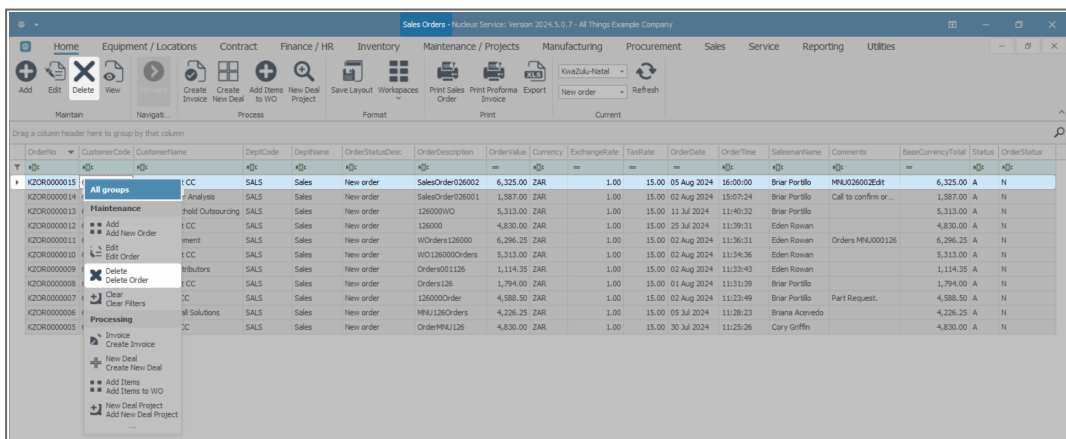# SALES

ORDERS – DELETE SALES ORDER

Ribbon Select **Sales > Orders**

- The **Sales Orders** listing screen will be displayed.

- Ensure that the correct **Site** and **Status** have been selected.
    - The example has **KwaZulu-Natal** and **New Order** selected.
- Select the **row** of the Sales Order that you wish to remove.
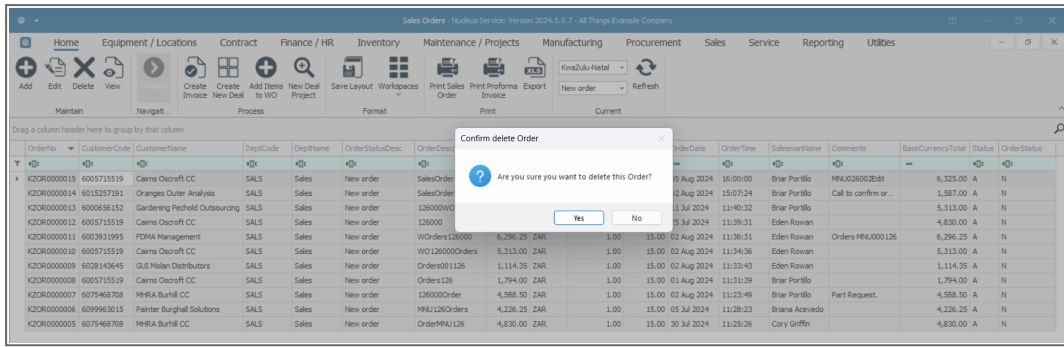- Click on **Delete**.

Short cut key: Right click on the selected **row** in the data grid to display the **All Groups** menu list. Click on **Delete**.
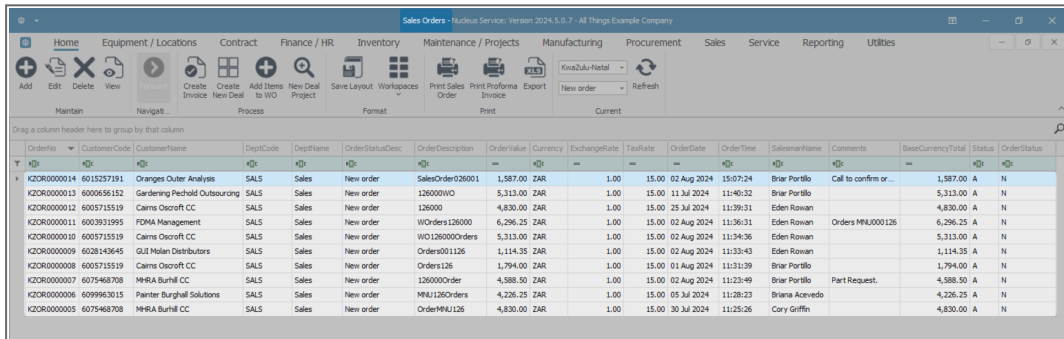

- When you receive the **Confirm delete Order** message -
    - **Are you sure you want to delete this Order?**

- Click on **Yes**.

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

Related Topics

- [Add a Sales Order](#)
- [Edit a Sales Order](#)
- [Delete a Sales Order](#)
- [View a Sales Order](#)
- [Print / Email a Sales Order](#)
- [Print Proforma Invoice](#)
- [Export Sales Order List](#)
- [Create Sales Invoice from Sales Order](#)
- [Create New Deal Sale / Rental (creates a call)](#)
- [Create New Deal Project Sale / Rental](#)

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