

We are currently updating our site; thank you for your patience.

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

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Add	Edit	Delete	View	Forward	Create	Create New Deal	Add Item to WO	Project	Save Layout	Vorkspaces	Print Sales Order	Print Proforma Invoice	Export New	order	 Refresh 		
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OrderN	lo	Customer	ode	CustomerName		OrderStatus	Desc Ord	erDescription	OrderValue	Currency	OrderDate	SalesmanName	ExchangeRate	TaxRate	OrderTime	DeptCode	
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OR0000	0207	NET001		Networking and Lapto		New order	test		564.30	ZAR	03/08/2017	Bianca Du Toit	1.00	14.00	01:10:42		
OR0000	0212	2 HOP001		Hope Works (Pty) Ltd		New order	123	4	628.27	ZAR	07/08/2017	Bianca Du Toit	1.00	1.00	11:48:45		
OR0000	0218	8 TIN001		Tinas Coffee Shop		New order	test		24,071.10	ZAR	14/08/2017	Bianca Du Toit	1.00	1.00	11:18:17		
OR0000	0220	0 BET0001		Betties Summer Shop		New order	123	4	23,029.07	ZAR	21/08/2017	Bianca Du Toit	1.00	14.00	11:49:29		
OR0000	0221	HOP001		Hope Works (Pt	ty) Ltd	New order			4,745.59	ZAR	04/09/2017	Bianca Du Toit	1.00	14.00	14:49:36		
OR0000	0222	SAM001		Samanthas Dine	er	New order	test		402.85	USD	04/09/2017	Bianca Du Toit	10.00	0.00	02:50:18		
OR0000	0224	JOE0001		Joes Carpentry	Shop	New order	test		458.85	ZAR	25/10/2017	Bianca Du Toit	1.00	14.00	08:57:54		
OR0000	0243	HOP001		Hope Works (Pt	ty) Ltd	New order	Confirm	elete Order	-		×	Bianca Du Toit	1.00	14.00	11:39:12		
OR0000	0244	HOP001		Hope Works (Pt	ty) Ltd	New order			1			Bianca Du Toit	1.00	15.00	10:18:06		
OR0000	0251	HOP001		Hope Works (Pt	ty) Ltd	New order	_		4			Bianca Du Toit	1.00	15.00	02:58:26		
DR0000	0257	DER001		Derton / Techno	rton / Technologies N		2	Are you sure you want to delete this Order? Bianca Du Toit 1.00 14:16									
OR0000	0279	APP0001		Apple Juice Inc		New order						Belinda Sharman	1.00	15.00	16:56:08		
OR0000	0281	TIA001		Titan Group		New order						Bianca Du Toit	1.00	15.00	16:47:51		
OR0000	0282	HOP001		Hope Works (Pty) Ltd New orde Hope Works (Pty) Ltd New orde		New order	6		Yes	N	0	Bianca Surend	1.00	15.00	04:48:13		
OR0000	0283	HOP001				New order		- 1				Bianca Surend	1.00	15.00	04:50:21		
OR0000	0284	HOP001		Hope Works (Pt	ty) Ltd	New order	123	4	0.00	ZAR	09/01/2019	Bianca Surend	1.00	15.00	04:51:52		
OR0000	0285	BEA001		Bearing and Sho	be	New order	Tes	QuoteStatus	1,104.00	ZAR	09/01/2019	Bianca Surend	1.00	15.00	04:58:22		
OR0000	0286	BEA001		Bearing and Sho	be	New order	quo	tereftest	0.00	ZAR	09/01/2019	Bianca Surend	1.00	15.00	04:59:34		
OR0000	0287	APP0001		Apple Juice Inc		New order	874	5	993.60	ZAR	09/01/2019	Bianca Surend	1.00	15.00	05:06:46		
OR0000	0294	HOP001		Hope Works (Pt	y) Ltd	New order	123	4	864.00	ZAR	25/07/2019	Bianca Du Toit	1.00	15.00	10:12:42		
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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
- <u>Create New Deal Sale / Rental (creates a call)</u>
- <u>Create New Deal Project Sale / Rental</u>

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