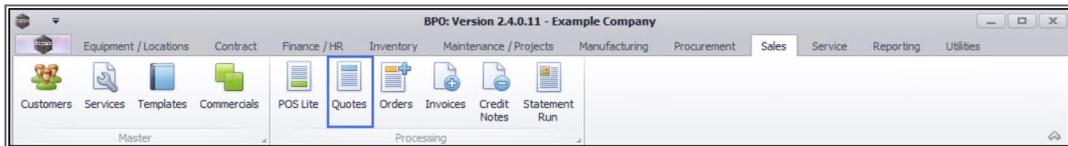We are currently updating our site; thank you for your patience.

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**.

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5. When you receive the **Confirm delete Order** message;
   - **Are you sure you want to delete this Order?**
6. Click on **Yes**.
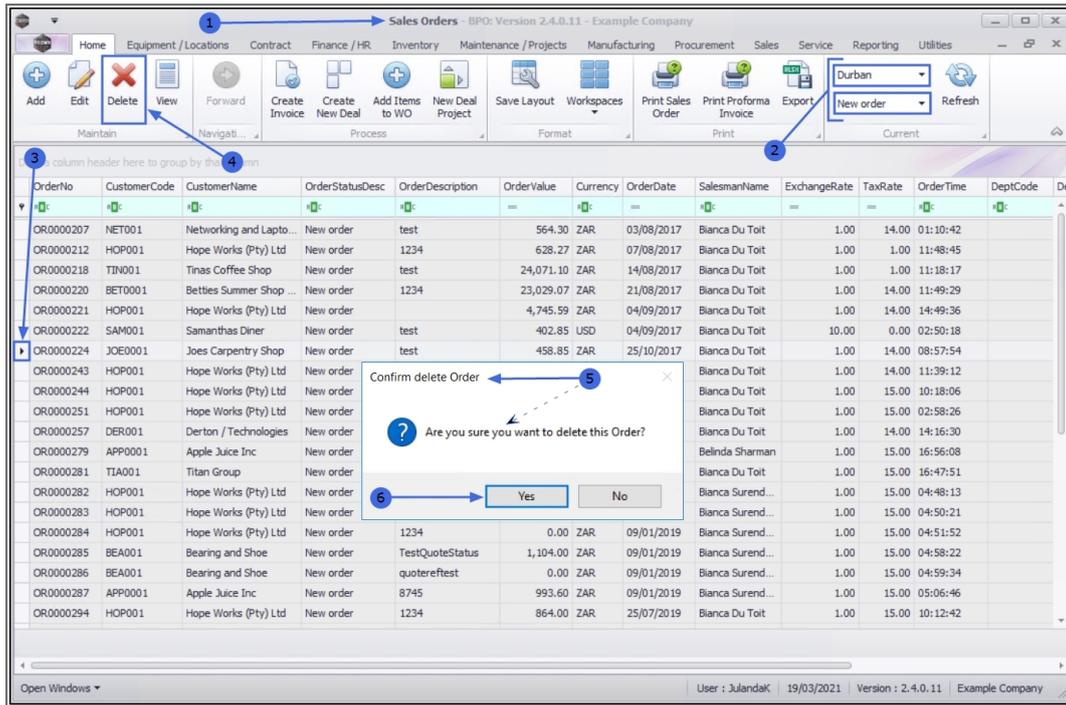
The Sales Order will be removed from the **Sales Orders** listing screen.

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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