
OverNet Computer Services

Mechanic helpdesk query

Deleting A Part From An Invoice (Or Purchase Order).

This document describes the correct way to delete parts off an invoice or a purchase order.

The following screen shows the parts section of an invoice – this same procedure applies to purchase orders also.

Qty	Pkg	PART Number	Description	Price Each	Disc%	TOTAL	ta
1	EA	Z9	Ryco Oil Filter	9.90		9.90	G

MECH V10

1 MECHANIC TEST SYSTEM INVOICE N

David Duncan TOYOTA LABOUR Total \$

4 / 67 Honey St COROLLA Parts Error \$ 9.90

Mallace VIC 3352 1996 Sublet

Tel (03) 5486-7500 US 2 GST 10% \$ 0.99

Fax (03) 5498-0458 PICKUP1: Rounding \$ 0.01

Odometer 123000 INVOICE Total \$ 10.90

If we delete the information from each column individually, you will notice that you cannot remove the tax code. This will cause the invoice to have a red line error, which prevents it from being posted.

To correctly remove the part, arrow up or down to the line that you wish to delete and press Ctrl-D to delete the entire line. This will ensure that all the information relating to that part line is deleted and you have no red line errors.

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