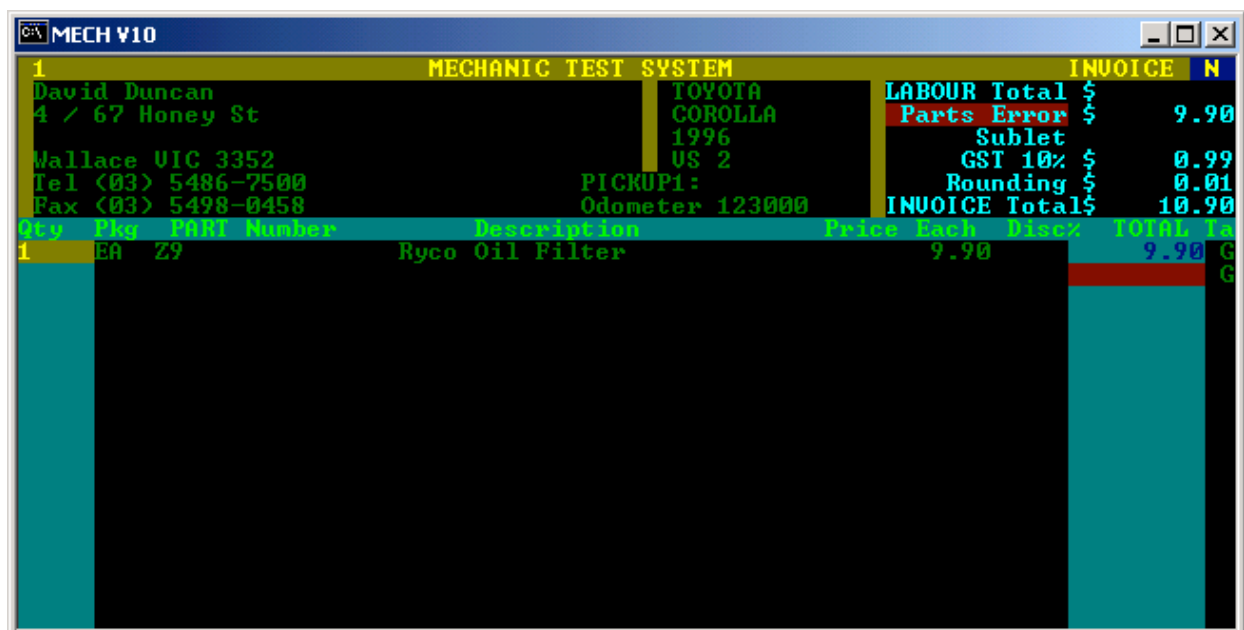

OverNet Computer Services

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.



MECHANIC TEST SYSTEM				INVOICE		N
David Duncan		TOYOTA	LABOUR Total \$			
4 / 67 Honey St		COROLLA	Parts Error \$		9.90	
		1996	Sublet			
Wallace VIC 3352		US 2	GST 10% \$		0.99	
Tel (03) 5486-7500		PICKUP1:	Rounding \$		0.01	
Fax (03) 5498-0458		Odometer 123000	INVOICE Total \$		10.90	
Qty	Pkg	PART Number	Description	Price Each	Disc%	TOTAL
1	EA	Z9	Ryco Oil Filter	9.90		9.90
						G

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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