

Delete an Invoice Item

Last Modified on 08/15/2022 11:14 am EDT

To delete an Invoice Item, from the main menu, arrive at the Invoice Items setup with this path: Setup > Items & Parts > Items.

The Invoice Items list will be displayed. Locate the Invoice Item you want to delete, and then click on the Delete button (trash can icon).

Note: When the User selects Yes to accept the deletion of the record, this does not delete the value from the database, however marks the record as "Inactive". In most cases, if a setup value was previously marked as "deleted", a user is able to re-activate the deleted [inactivated] record. When selecting to view Inactive Only records, items that were previously "deleted", will appear in the inactive list.

The screenshot shows the 'Items' setup screen with two tabs: 'Invoice Items' and 'Vendor Purchase Items'. The 'Invoice Items' tab is active. At the top, there is a search bar, an 'Add Item' button, and an 'Export to Excel' button. A toggle switch for 'Show inactive invoice items' is set to 'NO'. Below the search bar is a header for the table: 'Drag a column header and drop it here to group by that column'. The table has columns for Item Code, Name, Type, Revenue CL, Tax, Recur, and Rate. The first row is 'Fuel' with a rate of \$10.00. The 'Delete' button (trash can icon) for this row is circled in green. Other rows include 'INSPECT2HR', 'Inspection Labor-No Tax', 'Inspection Labor-Taxable', 'Inspection Parts-No Tax', and 'Inspection Parts-Taxable'. At the bottom, there is a pagination control showing '1' and a 'Refresh' button.

A confirmation message will be displayed. Click the Yes button to proceed with the deletion (inactivation) of the record.

