



HOW TO ENABLE DELETION OF SALES AND PURCHASES IN  
BILLING REGISTER?

FileHomeSalesCustomersPurchasesSuppliersInventoryProductionLabel/StickersAccountingMarketingAdministrative TasksStatutory Master DataGeneral SettingsGeneral Master DataOrganizationTell me

DashboardSales

SALES

E+

Basic DetailsMiscellaneous

^ Sale No: 2022-23/1SB Sec: WKIN Date: 07-02-2023 Sale Type: Local Cash Sale to Consumer

Customer Choose Customer C+ ^ID: Assign Clear ^ADD RESS

Phone: Name: City State

Local (Intra-State) Cash ^ Status > Initiated

Sale To Registered Dealer

POS For Tax

Billing Address

Apply Discount

Item No.	>Selling Qty.^	Selling Unit	^ Unit List	Unit Extra	Discount	Unit	Unit Sale Price	Gross Price	Gross Discount	Sale Price	^ Tax Amount	Net Price
1	1	Pc	108.00				108.00	108.00	0.00	108.00	0.00	108.00
^Item Maggi Maha Pack - 90 g X 6												
							W/O				Misc	^ Status Initiated

Validation Error

You cannot delete Sale.

However, you can mark Sale as Cancelled.

OK

Delete Item Selected All Quantity 1 Item Order 1

Items With-Without Additional Charges Load Items From SO

Search Item Here

Scan Barcode Here

Main Category	Items	Internal Code	List Price	Tax
Bakery	Fruit Bun		10	
	McMohan's Pizza - Large - Ready to		100	
	McMohan's Pizza - Medium - Ready to		70	
	McMohan's Pizza - Small - Ready to		50	
	Pizza Base - Large	PB-L	50	
	Pizza Base - Medium		40	

Gross Price(Incl.) 108.00

Discount % : 0

Discount : 0.00

Sale Price(Incl.) 108.00

Add. Chrgs(Incl.) 0.00

^ Tax Amount : 0.00

Net Price : 108.00

^ Round Off : 0.00

Receivable Amt: 108.00

^ Change Paid : 0.00

Amt Balance : 108.00

^ Current Credit Balance Pay/Take Balance

0.00

Received IN ^ Amount

Cash 0.00 D

\* 0.00 D

Amt Received 0.00 Clear

Print Set Two Copies

Copy All Invoice

Size A4 Portrait Invoice

Sale Slip 1L 80(70) mm

Print All Print/Send PDF

If you try to delete a Sale, you may get the message shown here.

By default, deletion of Sales and Purchases are disabled in Billing Register.

If you wish to delete a Sale or a Purchase, you need to make a small change in the Settings first. Let's see how.

▼

## Organization

Click on the  
General  
Settings  
menu button

### Events/Reminders

Search forms here

Sales

Customers

Purchases

Suppliers

Inventory

Production

Labels/Stickers

Accounting

Statutory Reports

Marketing

Administrative Tasks

Statutory Master Data

General Settings

Settings - Common For All

Settings - My Machine Specific

Misc. Settings - Common For All

Misc. Settings - My Machine Specific

Auto Open Forms

Auto Open Menu

Reset Screen Resolution

General Master Data

Organization

Click on the Settings - Common For All button

Holidays :

Holiday Name	Date	Refresh
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Check Invalid Records

Events/Reminders

SETTINGS - COMMON FOR ALL

Form Based Filter

Setting Groups

Accounting

Account Code/ID Length

Functionality to Update Matching Amount on Journal Voucher Entry Form

Source of Voucher Date on addition of new Voucher

Allow Zero Amount in Vouchers

Validation of Vouchers

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Sales - Touch Interface

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Click here to Unlock the form

Settings

Value	Description
2	Super Group ID Length
3	Group ID Length
4	Ledger ID Length
2	Sub Ledger ID Length

Record: 1 of 19

No Filter

Search

Search

All

Start Text

End Text

## Form Based Filter

## Accounting

Miscellaneous

[Click here on Purchases](#)

## Validation of Vouchers

	Value	Description
▶	2	Super Group ID Length
	3	Group ID Length
	4	Ledger ID Length
	2	Sub Ledger ID Length

Search ☒ All ☐ Start Text ☐ End Text



- Setting Groups
- Accounting

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Settings	
▶	Allow addition of new purchase when current purchase does not have any Item.
	Disallow Changes To Storage Location On Purchase
	Enable feature to record Cash Discount
	After adding new Purchase/Purchase Order, set focus on Field
	Method for adding new Item on Purchases/Purchase Order Form
	Values searchable in the "Search Items Here" section
	On Purchase Form, hide Item Category Name/Internal Code from Add Items Section
	On addition of Duplicate Item, add extra record for the item instead of increasing quantity
	Delete Purchase/Purchase Order
	Delete Payment
	Append Time Part in Purchase Date on addition of new Purchase
	Source of Purchase/Item Status Date
	Source of Purchase Date on addition of new Purchase
	Edit Purchase Date/Time
	Edit Purchase Order Date/Time
	Edit Payment Date
	Show Additional Information On Purchase/Purchase Order Invoice Report
	Purchase Slip features
	Auto Lock Purchase

Option		Description
▶	<input checked="" type="checkbox"/>	Allow addition of new purchase when current purchase does not have any Item.

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Settings

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Enable feature to record Cash Discount

After adding new Purchase/Purchase Order, set focus on Field

Method for adding new Item on Purchases/Purchase Order Form

Values searchable in the "Search Items Here" section

On Purchase Form, hide Item Category Name/Internal Code from Add Items Section

On addition of Duplicate Item, add extra record for the item instead of increasing quantity

▶ Delete Purchase/Purchase Order

Delete Payment

Append Time Part in Purchase Date on addition of new Purchase

Source of Purchase/Item Status Date

Source of Purchase Date on addition of new Purchase

Edit Purchase Date/Time

Edit Purchase Order Date/Time

Edit Payment Date

Show Additional Information On Purchase/Purchase Order Invoice Report

Purchase Slip features

Auto Lock Purchase

Option	Description
▶ <input type="checkbox"/>	Allow deletion of latest Purchase/Purchase Order only (so that in case of Purchase Order, there is no change needed for newer Purchase Order numbers)
<input type="checkbox"/>	Allow deletion of any Purchase/Purchase Order. (In case of Purchase Order, it will reset Purchase Order numbers for newer Purchase Orders as per the period affected (Day/Month/Year))
<input checked="" type="checkbox"/>	Restrict deletion of Purchase/Purchase Order

Record: 12 of 19

No Filter

Search

Search

All

Start Text

End Text

As you can see, currently the deletion of Purchase/Purchase Order is restricted.

Select the suitable option - i.e., whether to allow deletion of any Purchase or only the latest one as per your need.



SETTINGS - COMMON FOR ALL

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Search

Search

All

Start Text

End Text

Settings	
	Allow addition of new purchase when current purchase does not have any Item.
	Disallow Changes To Storage Location On Purchase
	Enable feature to record Cash Discount
	After adding new Purchase/Purchase Order, set focus on Field
	Method for adding new Item on Purchases/Purchase Order Form
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	Auto Lock Purchase
Option	Description
<input type="checkbox"/>	Allow deletion of latest Purchase/Purchase Order only (so that in case of Purchase Order, there is no change needed for newer Purchase Order numbers)
<input checked="" type="checkbox"/>	Allow deletion of any Purchase/Purchase Order. (In case of Purchase Order, it will reset Purchase Order numbers for newer Purchase Orders as per the period affected (Day/Month/Year))
<input type="checkbox"/>	Restrict deletion of Purchase/Purchase Order

Allowed deletion of any Purchase.

Now, let's do it for Sales too.

SETTINGS - COMMON FOR ALL

Form Based Filter

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Sales - Tot

Sales/Pur

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Miscellaneous

Settings

Allow addition of new purchase when current purchase does not have any Item.

Disallow Changes To Storage Location On Purchase

Enable feature to record Cash Discount

After adding new Purchase/Purchase Order, set focus on Field

Method for adding new Item on Purchases/Purchase Order Form

Values searchable in the "Search Items Here" section

On Purchase Form, hide Item Category Name/Internal Code from Add Items Section

On addition of Duplicate Item, add extra record for the item instead of increasing quantity

Delete Purchase/Purchase Order

Delete Payment

Append Time Part in Purchase Date on addition of new Purchase

Source of Purchase/Item Status Date

Source of Purchase Date on addition of new Purchase

Edit Purchase Date/Time

Edit Purchase Order Date/Time

Edit Payment Date

Show Additional Information On Purchase/Purchase Order Invoice Report

Purchase Slip features

Auto Lock Purchase

Option	Description
<input type="checkbox"/>	Allow deletion of latest Purchase/Purchase Order only (so that in case of Purchase Order, there is no change needed for newer Purchase Order numbers)
<input checked="" type="checkbox"/>	Allow deletion of any Purchase/Purchase Order. (In case of Purchase Order, it will reset Purchase Order numbers for newer Purchase Orders as per the period affected (Day/Month/Year))
<input type="checkbox"/>	Restrict deletion of Purchase/Purchase Order

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No Filter

Search

Search

All

Start Text

End Text

Click here on Sales

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No Filter

Search

Search

All

Start Text

End Text

Settings	
	Activate feature to alert user on Customer/Item Attributes being missing on printing Sale/Sale Order Invoice
	Activate feature to alert user on Sale Type information being missing on printing Sale/Sale Order Invoice
	Alert user on Cash/Credit amount found to be improper on printing Sale Invoice
	Alert user on missing customer/lead information when printing Sale/Sale Order Invoice
	Allow addition of new sale when current sale does not have any Item.
	Auto Lock/Complete Sales (On Addition/Print Sales)
	Disallow Changes To Sale Book On Sale
	Disallow Changes To Storage Location On Sale/Sale Order
	Disallow Changes To Pricing On Sale
	Disallow Changes To Pricing On Sale Order
	Enable feature to record Cash Discount
	Enable feature to record amounts received as Tips (Esp. in Restaurants)
	After adding new Sales/Sale Order, set focus on Field
	Method for adding new Item on Sales/Sale Order Form
	Values searchable in the "Search Items Here" section
	On Sale Form, hide Item Category Name/Internal Code from Add Items Section
	On addition of Duplicate Item, add extra record for the item instead of increasing quantity
	Delete Sale
	Delete Sale Order
	Delete Receipt
Option	Description
<input type="checkbox"/>	Disallow Changes To List Price (When Item List Price is not zero in Master Data)
<input type="checkbox"/>	Completely Disallow Changes To Pricing

Settings - COMMON FOR ALL

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AllStart TextEnd Text

Settings

Activate feature to alert user on Customer/Item Attributes being missing on printing Sale/Sale Order Invoice

Activate feature to alert user on Sale Type information being missing on printing Sale/Sale Order Invoice

Alert user on Cash/Credit amount found to be improper on printing Sale Invoice

Alert user on missing customer/lead information when printing Sale/Sale Order Invoice

Allow addition of new sale when current sale does not have any Item.

Auto Lock/Complete Sales (On Addition/Print Sales)

Disallow Changes To Sale Book On Sale

Disallow Changes To Storage Location On Sale/Sale Order

Disallow Changes To Pricing On Sale

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On Sale Form, hide Item Category Name/Internal Code from Add Items Section

On addition of Duplicate Item, add extra record for the item instead of increasing quantity

Delete Sale

Delete Sale Order

Delete Receipt

Option	Description
<input type="checkbox"/>	Allow deletion of latest sale only so that there is no change needed for newer sale numbers
<input type="checkbox"/>	Allow deletion of any sale. It will reset sale numbers for newer sales as per the period affected (Day/Month/Year)
<input checked="" type="checkbox"/>	Restrict deletion of Sale

As you can see, currently the deletion of Sale is restricted.

Select the suitable option - i.e., whether to allow deletion of any Sale or only the latest one as per your need.

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<input type="checkbox"/>	Restrict deletion of Sale

Record: 14 of 19

No Filter

Search

Search

All

Start Text

End Text

Allowed deletion of any Sale. Now, you can delete a Sale/Purchase.

You may close this form now.