

Delete a Bill

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Once a Bill has been saved, it may be deleted if necessary.

The only Bills which may be deleted are those where payments have not been applied and where the Bill Date is in an open accounting period or the accounting period is in the Re-Opened status and the User has permissions to modify data in Re-Opened Accounting Periods.

Follow the instructions below to delete a Vendor Bill.



Deleting a Bill record is permanent! Make certain this is what you want to do.

1. Navigate to the Main Application Menu and select Accounts Payable/Vendors. Open the desired Vendor Explorer record.
2. From the Vendor Explorer double-click on the Bill to be deleted listed under the Vendor Open Bills section.
3. Once the Vendor Bill is displayed, from the Main Application Function Button Toolbar press the Delete button. A confirmation message will be displayed asking the User if they are certain they want to delete the Vendor Bill; press the Yes button to proceed with the deletion.

The screenshot shows the SedonaOffice application interface. The left sidebar contains a tree view with categories like Sedona Security, Client Management, Accounts Receivable, General Ledger, Accounts Payable, Bills, Credits, Pay Bills, Print Checks, Print Purchase Orders, Purchase Orders, Recurring Items, Suggested PO List, Vendors, Write Checks, AP Query Builder, Inventory, Job Management, Payroll Interface, Sales Management, Service, Print Service Tickets, General Documents, Lock Table Maintenance, SQL Query Window, Management Summary, Report Manager, and SedonaSetup. The main window displays a 'Vendor Bill for PO# 1081' form. The form includes fields for Vendor (ADI), Address (231 West 42nd St, New York, NY 10024), Reference # (36325), Branch (MI), Terms (2-20 N-60), Amount (\$30.00), Bill Date (8/16/2012), and Payment Due (10/15/2012). A 'Delete Button' is highlighted in the toolbar. A confirmation dialog box is displayed asking 'Are you sure you want to delete this Bill?' with 'Yes' and 'No' buttons.

Part Code	Description	Vendor Part
WG-11041101	22-4 Stranded - Wire	WG-11041101

Balance Due total: \$30.00

