

Delete a Bill

Last Modified on 01/10/2023 1:30 pm EST

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.

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