Delete a Bill

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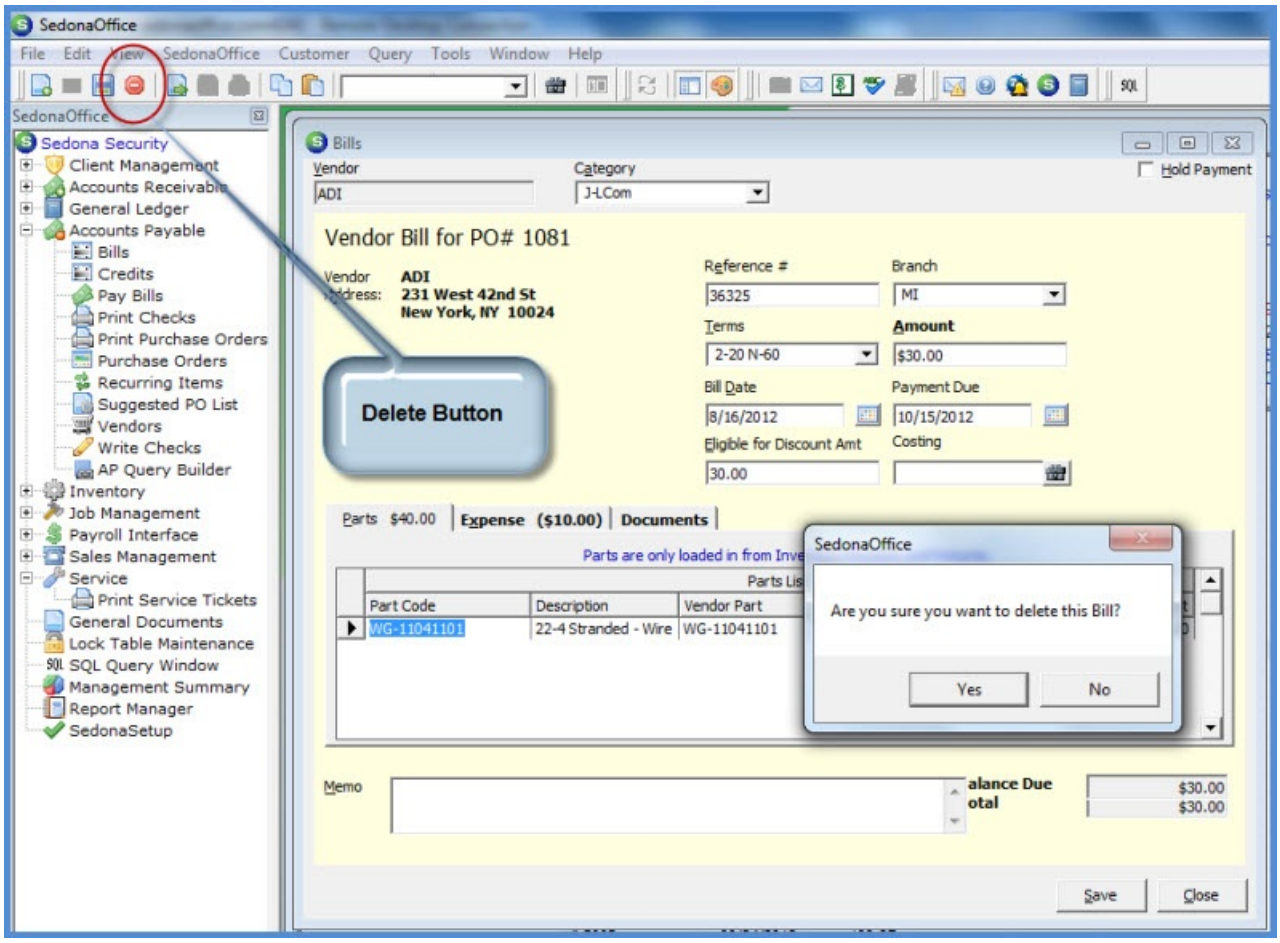
Once a Bill has been saved, it may be deleted if necessary.

The only Bills which that can 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 you have 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 click the Delete button. A confirmation message asks if you are certain you want to delete the Vendor Bill; click the Yes button to proceed with the deletion.


SedonaOffice
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Client Management
Accounts Receivable
General Ledger
Accounts Payable
Bills
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Pay Bills
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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
SedonaSetup
Bills
Vendor
ADI
Category
J-LCom
Hold Payment
Vendor Bill for PO# 1081
Vendor Address:
ADI
231 West 42nd St
New York, NY 10024
Delete Button
Reference #
36325
Branch
MI
Terms
2-20 N-60
Amount
$30.00
Bill Date
8/16/2012
Payment Due
10/15/2012
Eligible for Discount Amt
30.00
Costing
Parts $40.00
Expense ($10.00)
Documents
Parts are only loaded in from Inve
Part Code
Description
Vendor Part
WG-11041101
22-4 Stranded - Wire
WG-11041101
SedonaOffice
Are you sure you want to delete this Bill?
Yes
No
Memo
alance Due
otal
$30.00
$30.00
Save
Close