

Delete a Recurring Item

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If a Recurring Bill or Recurring Payment will no longer be used, you may delete the Recurring Item.

To delete a Recurring Item, follow the instructions below.



Deleting a Recurring Item is permanent! Make certain this is what you want to do.

1. Navigate to the Main Application Menu and select the Recurring Items option from the Accounts Payable module.
2. The Recurring Item form will be displayed. Highlight the Recurring Bill or Recurring Payment to be deleted.
3. From the Main Application Function Button Toolbar click the red Delete button. A confirmation message will be displayed asking if you are certain you want to delete the Recurring Item; click the Yes button to proceed with the deletion.

The screenshot shows the SedonaOffice application interface. The left sidebar contains a tree view of modules, with 'Accounts Payable' expanded. The main window displays the 'AP Recurring Items' form. A red circle highlights the 'Delete' button in the top toolbar. A blue callout box points to the 'Delete Button' text. A confirmation dialog box is open, asking 'Are you sure that you wish to delete this Recurring Accounts Payable Item?' with 'Yes' and 'No' buttons.

Description	Vendor	Frequency	Amount	Next Due Date	Last Check Date	End Date
Cigna Insurance	Cigna	Quarterly	\$450.00	1/1/2013	9/28/2012	

Description	Vendor	Frequency	Amount	Next Due Date	Last Check Date	End Date
Plymouth COC membership	Plymouth Cham...					
ASIS membership fee	ASIS Internatio...					
Alarmnet-Radio Back-Up	Alarmnet					
Medical supply cabinet replenish	Moore Medical S...					
Goto Meeting	Citrix Online					
Trash	Abc Disposal Ser...					
Gas Cards-Techs	Exxonmobil	Monthly	\$562.32	2/20/2012	1/20/2012	
Tahoe payment	GMAC Financial	Monthly	\$450.00	2/15/2012	1/15/2012	
Coffee Service	Bigby Coffee Service	Monthly	\$136.50	2/15/2012	1/15/2012	
Janitorial	Randall Janitorial	Monthly	\$255.00	2/15/2012	1/15/2012	
Uniforms	Aramark	Monthly	\$235.00	2/10/2012	1/10/2012	
Internet	Comcast	Monthly	\$253.00	2/5/2012	1/5/2012	
Landscaping	Coastal Landscaping	Monthly	\$156.00	2/4/2012	1/4/2012	
Off Site Storage	Extra Space Storage	Monthly	\$125.00	2/1/2012	1/1/2012	

☐ Show Inactive

Click on Selection to Create Next Scheduled Entry

Edit Create Close