

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.

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