# Delete Customer Notes
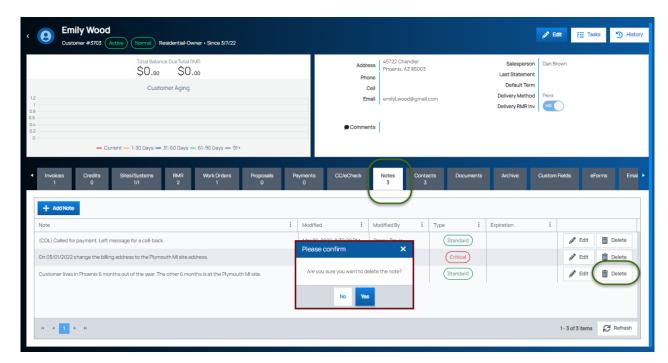
To delete a Customer Note, you must first access the customer record.

From the main menu, arrive at the Customers list with this path: Accounts Receivable> Customers.

The Customers list opens. Locate the customer in the list, and then click on the hyperlink in the Customer # column to open the customer record.



The Customer record opens. Click on the Notes tab. Locate the Note you want to delete, and then click the **Delete** button (trashcan icon).



A confirmation message opens. Click the Yes button to delete the note.