

# Delete a Bill

Last Modified on 04/28/2022 8:30 am EDT

A bill may be deleted only if:

- The bill has not been completely or partially paid.
- No credits have been applied to the bill.

To delete a bill, navigate to Accounts Payable > Vendors. The Vendors list will be displayed. Click on the hyperlink of the desired vendor for the bill.

**Vendors**

+ New Vendor    Export to Excel    Custom Grid Layout

Drag a column header and drop it here to group by that column

Vendor # ↑	Name	Account #	Open Balance	Phone 1
<a href="#">1000</a>	Perennial Software	1000	\$390.00	(440) 247-5602
<a href="#">1001</a>	ADI		\$4,070.00	(888) 245-3653
<a href="#">1002</a>	DCS	1456123	\$260.00	(905) 760-3000
<a href="#">1003</a>	Bold Group Software	0123456789	\$0.00	
<a href="#">1004</a>	Joseph & Joseph Attorneys	11222	\$0.00	
<a href="#">1005</a>	Acme Alarm Services		\$0.00	
<a href="#">1234</a>	Bosch		\$0.00	4405490304
<a href="#">1235</a>	A1 Testing Labs		\$0.00	4405490304
<a href="#">1236</a>	Ace Hardware		\$3,753.50	(888) 555-2222
<a href="#">2500</a>	Bosch Security Systems	32558	\$0.00	
<a href="#">2501</a>	Tri-Ed	FES10225	\$0.00	
<a href="#">2503</a>	DMP	102245	\$0.00	2135551010
<a href="#">2504</a>	Phillips Electric	123	\$0.00	(123) 455-1233

1 - 13 of 13 items    Refresh

The Vendor record will be displayed. Click on the Bills tab, and then in the Reference Number column, click on the hyperlink of the bill to be deleted.

Tri-ed - 2501 Edit Tasks History

Open Receipts \$0.00    Open Bills \$0.00    Open Credits \$0.00    Open Balance \$0.00

Vendor Aging

Address PO Box 3255 Los Angeles, CA 90025  
 Phone  
 Email  
 1099 Eligible? No  
 Remit To Address -  
 Customer # FES10225  
 Term Net 45

Purchase Orders 1    Receipts 0    Bills 0    Payments 0    Credits 0    Checks 0    Parts 1    Notes 0    Docs 0    Part Ledger 0

New Bill Export to Excel Custom Grid Layout  Show all Bills

Drag a column header and drop it here to group by that column

Reference Number	Bill Date	Due Date	Total Amount	Amount Due
<a href="#">CQ20225</a>	Apr 5, 2022	May 20, 2022	\$173.81	\$173.81
<a href="#">921140</a>	Apr 25, 2022	May 25, 2022	\$519.05	\$519.05

0 - 0 of 0 items Refresh

The Bill will be displayed. Click on the Delete button at the upper right of the page.

Bill #CQ20225 Edit Delete More..

Total \$173.81    Amount Due \$173.81  
 Items Total \$18.50    Parts Total \$155.31

Vendor [Tri-Ed](#)    Direct Expense  NO  
 Purchase Order -    Bill Date 04/05/2022  
 Branch -    Due Date 05/20/2022  
 Address PO Box 3255  
 Los Angeles, CA 90025

Items 1    Parts 3    Part Kits 0    Applied Payments 0    Applied Credits 0    Memo    Utilities

Item Code	Description	Quantity	Rate	Amount
Freight	Freight	1	\$18.50	\$18.50

1 - 1 of 1 items

A confirmation message will be displayed. Click on the Yes button to confirm the deletion.

Please confirm ✕

Are you sure you want to delete this bill?