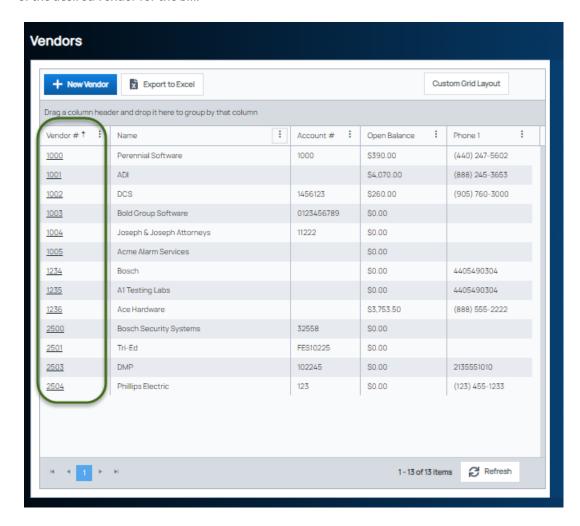
Delete a Bill

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

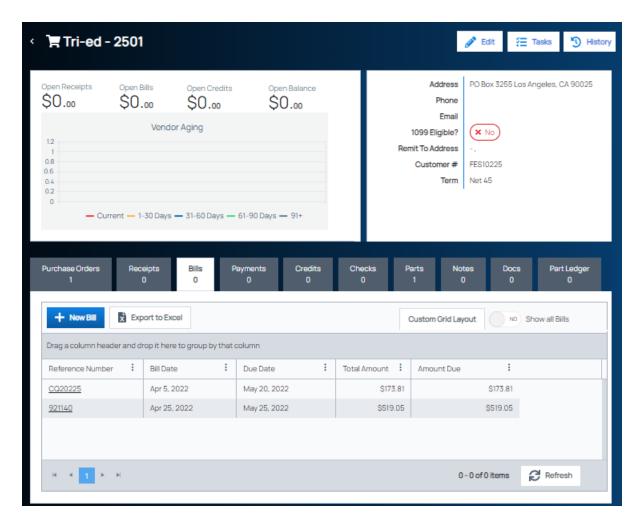
A bill may be deleted only if:

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

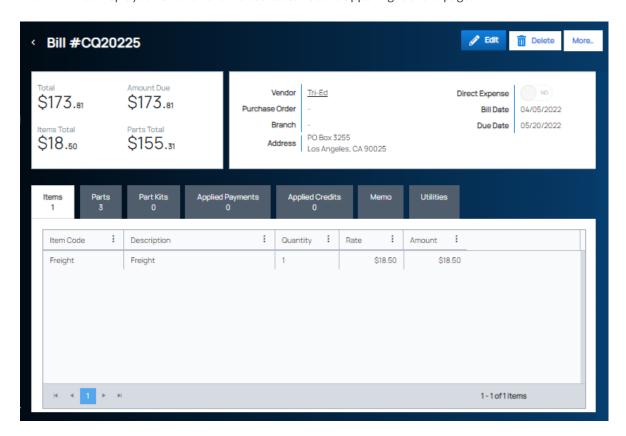
To delete a bill, navigate to Accounts Payable > Vendors. The Vendors list will be displayed. Click on the hyperlink of the desired vendor for the bill.



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.



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



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

