## How To Delete Voucher

Here are the steps on how to Delete Vouchers:

- 1. Open an existing Voucher record. If the entry you want to delete is already Posted, you have to Unpost it first. (See How To Unpost Voucher)
- 2. Click on Delete button.
- 3. A warning message will prompt telling that you are about to delete the voucher. Click Yes to continue.

oucher - Test	Vendor 1									^	
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Туре	* Voucher		Post Date	10/13/2017		Contact	Test Vendor 1 Contact	<ul> <li>Voucher N</li> </ul>	lo	BL-20833	
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F	ort Wayne, IN 46815							Amount P	Paid:		
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O V	Ready							14 4 F	age	1 of 1	

4. Selected voucher will now be deleted.

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	/endor 1						^	
Details Prepa	id and Debit memos	Attachments (0)	Activities (0) Audit Log (2	2) Approval (1) Additional	Info			
Туре	* Voucher		Post Date 10/13/201	7 🖾 Contac	t Test Vendor 1 Contact	<ul> <li>Voucher No</li> </ul>	BL-20833	
Vendor	* Test Vendor 1		Terms + Net 30	🤟 Ship Fr	om * Location 1	V AP Account	* 20000-0001-000	a
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	lited States					Amount Due:		
2 0 0 5	Deady					Id d Pape	1 of 1	

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## 2. Click on Delete button.

3. A warning message will prompt telling that you are about to delete the voucher. Click Yes to continue.

Details Prepa	aid and Debit memos	Attachments (0)	Activities (0)	Audit Log (2)	Approval (1)	Additional Info				
Гуре	* Voucher		Post Date	10/13/2017		Contact	Test Vendor 1 Contact	<ul> <li>Voucher No</li> </ul>	BL-20833	
Vendor	* Test Vendor 1		Terms 🔸	Net 30		Ship From	* Location 1	- AP Account	* 20000-0001	-000
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- 2. Click on **Delete** button.
- 3. A warning message will prompt telling that you are about to delete the voucher. Click Yes to continue.



4. Selected voucher will now be deleted.

Here are the steps on how to delete bills:

- 1. Open an existing Bill Entry record. If the entry you want to delete is already Posted, you have to Unpost it first. (See How To Unpost Voucher)
- 2. Click on **Delete** button.
- 3. A warning message will prompt telling that you are about to delete the bill. Click Yes to continue.

iRe	ly i21 🗙
?	Are you sure you want to delete this record?
	Yes No

4. Selected bill entry will now be deleted.