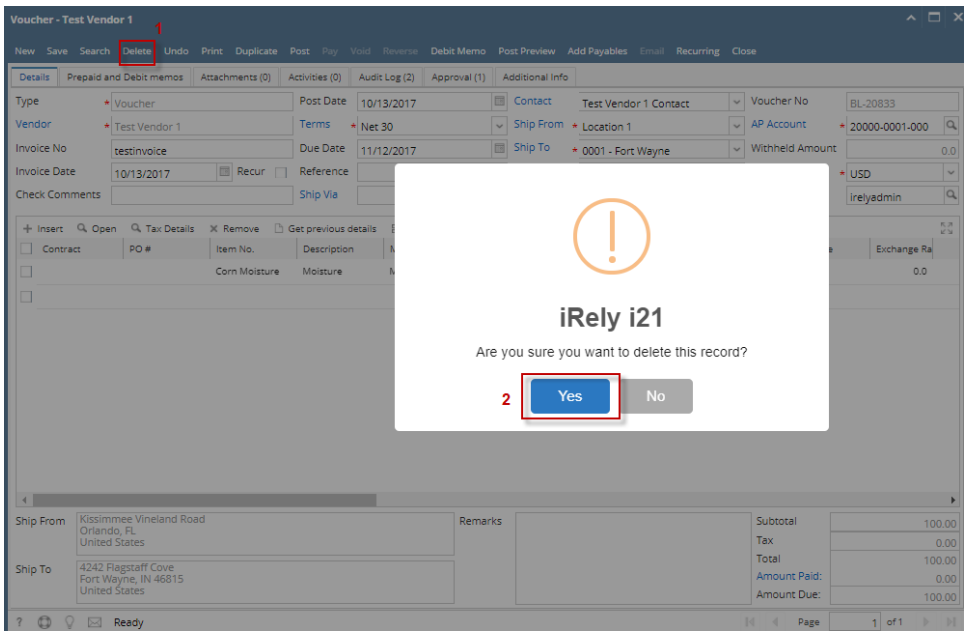


# How To Delete Voucher

Here are the steps on how to Delete Vouchers:

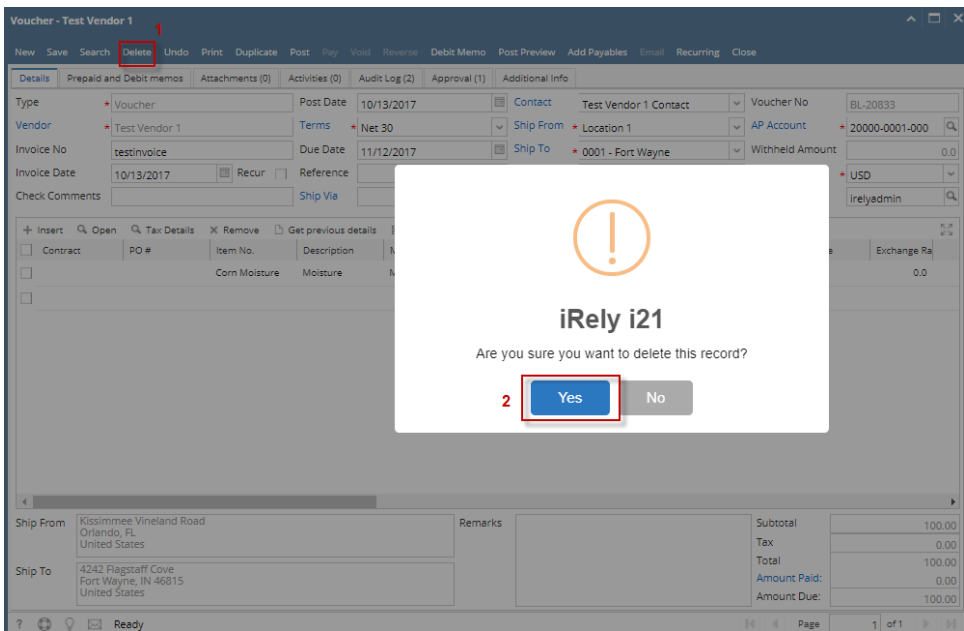
1. Open an existing Voucher record. If the entry you want to delete is already **Posted**, you have to **Unpost** it first. (See [How To Unpost Voucher](#))
2. Click on **Delete** button.
3. A warning message will prompt telling that you are about to delete the voucher. Click **Yes** to continue.



4. Selected voucher will now be deleted.

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](#))
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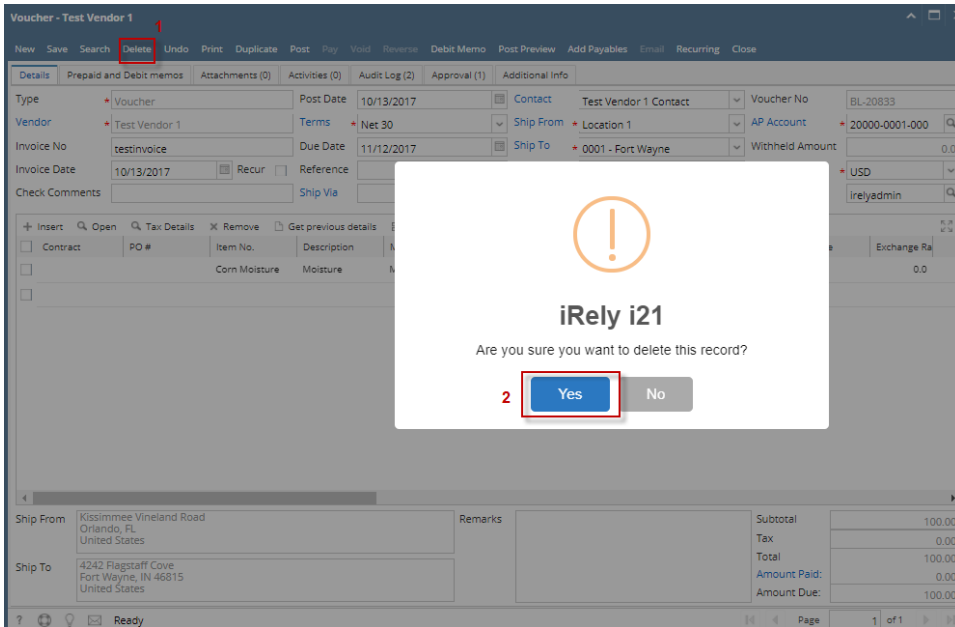


4. Selected voucher will now be deleted.

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](#))

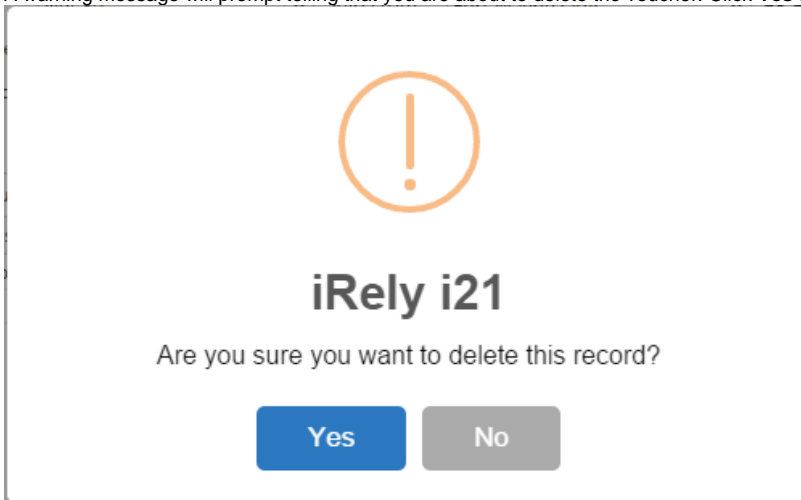
2. Click on **Delete** button.
3. A warning message will prompt telling that you are about to delete the voucher. Click **Yes** to continue.



4. Selected voucher will now be deleted.

Here are the steps on how to delete vouchers:

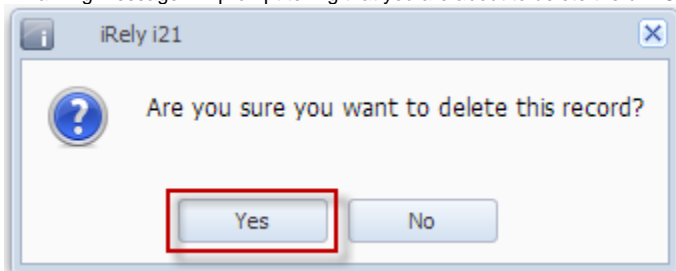
1. Open an existing Voucher record. If the entry you want to delete is already **Posted**, you have to **Unpost** it first. (See [How To Unpost Voucher](#))
2. Click on **Delete** button.
3. A warning message will prompt telling that you are about to delete the voucher. Click **Yes** to continue.



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.



4. Selected bill entry will now be deleted.