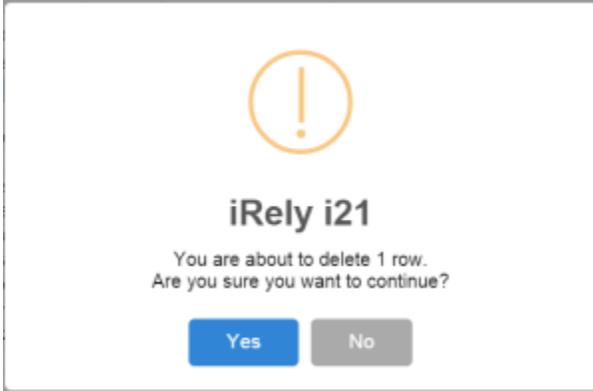


# How To Delete Recurring Transaction

Here are the steps on how to delete recurring transactions:

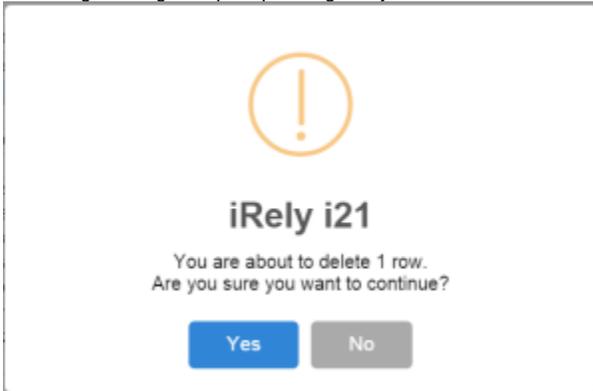
1. Open **Recurring Transactions** screen via **Common Info > Recurring Transactions** or by clicking **Recurring** button from an existing Voucher transactions record.
2. Select the transaction you want to delete.
3. Click on **Remove** action button.
4. A warning message will prompt telling that you are about to delete the bill. Click **Yes** to continue.



5. Selected transaction will now be deleted.
6. Click **Save** button to save the changes.

Here are the steps on how to delete recurring transactions:

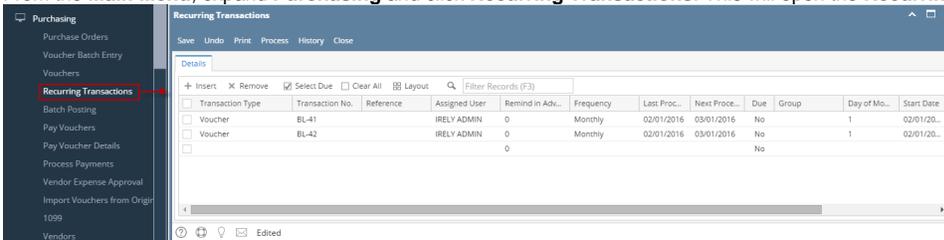
1. Open **Recurring Transactions** screen via **Common Info > Recurring Transactions** or by clicking **Recurring** button from an existing Voucher transactions record.
2. Select the transaction you want to delete.
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5. Selected transaction will now be deleted.
6. Click **Save** button to save the changes.

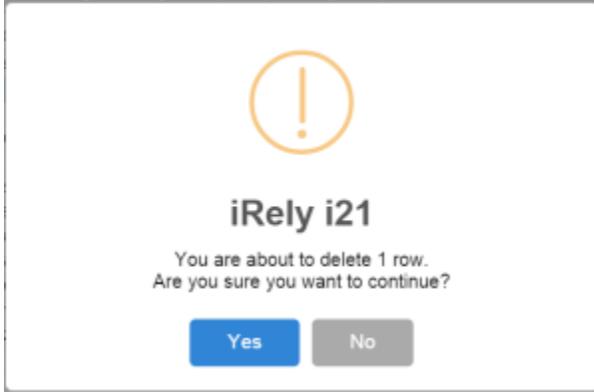
Here are the steps on how to delete recurring transactions:

1. From the **Main Menu**, expand **Purchasing** and click **Recurring Transactions**. This will open the **Recurring Transaction** screen.



2. Select the transaction you want to delete.
3. Click on **Remove** action button.

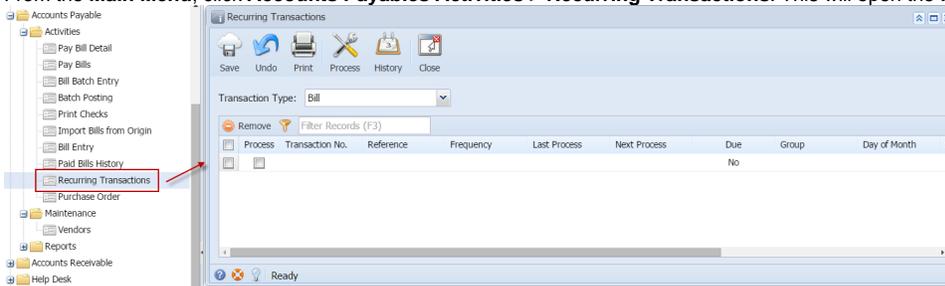
- A warning message will prompt telling that you are about to delete the bill. Click **Yes** to continue.



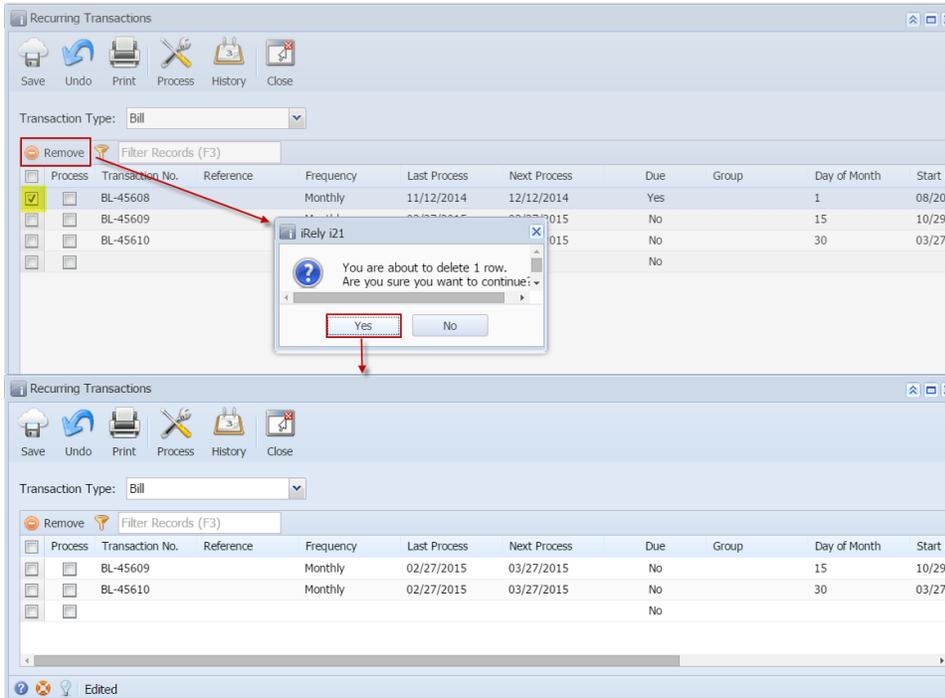
- Selected transaction will now be deleted.
- Click **Save** button to save the changes.

Here are the steps on how to delete recurring transactions:

- From the **Main Menu**, click **Accounts Payables Activities > Recurring Transactions**. This will open the **Recurring Transaction** screen.



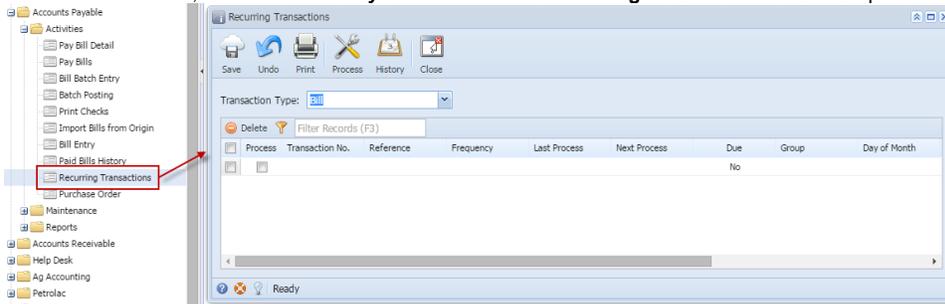
- Select the transaction you want to delete.
- Click on **Remove** action button.
- A warning message will prompt telling that you are about to delete the bill. Click **Yes** to continue.
- Selected transaction will now be deleted.



- Click **Save** button to save the changes.

Here are the steps on how to delete recurring transactions:

1. From the **Main Menu**, click **Accounts Payables Activities > Recurring Transactions**. This will open the **Recurring Transaction** screen.

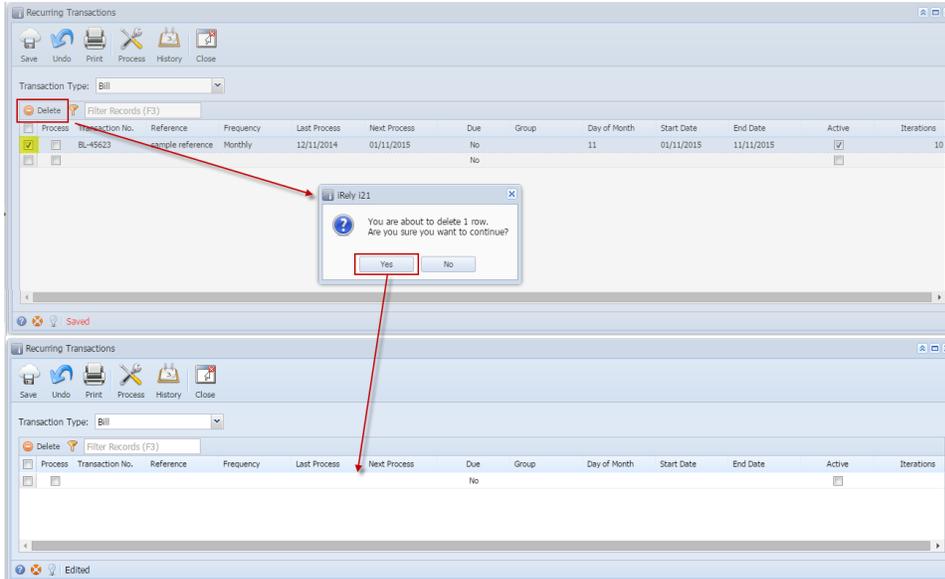


2. Select the transaction you want to delete.

3. Click on **Delete** action button.

4. A warning message will prompt telling that you are about to delete the bill. Click **Yes** to continue.

5. Selected transaction will now be deleted.



6. Click **Save** button to save the changes.