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.

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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.

↓ Purchasing	Ke	Recurring Transactions											r	
		Details												ľ
		Vetonis												
Recurring Transactions		+ Insert × Remove	Select Due 🗌 C	lear All 🔠 Layout	Q. Filter Re	cords (F3)								
		Transaction Type	Transaction No.	Reference	Assigned User	Remind in Adv	Frequency	Last Proc	Next Proce	Due	Group	Day of Mo	Start Date	
		Voucher	BL-41		IRELY ADMIN	0	Monthly	02/01/2016	03/01/2016	No		1	02/01/20	
		Voucher	BL-42		IRELY ADMIN	0	Monthly	02/01/2016	03/01/2016	No		1	02/01/20	
						0				No				
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- 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.



6. 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.

😑 🚞 Accounts Payable	Recurring Transactions						8 🗆 X
Activities Pay Bill Detail Pay Bills	Save Undo Print Process History	v Close					
Bill Batch Entry Batch Posting	Transaction Type: Bill	~					
Import Bills from Origin	Remove P Filter Records (F3)						
- Bill Entry	Process Transaction No. Reference	e Frequency	Last Process	Next Process	Due	Group	Day of Month 5
Paid Bills History					No		
- Recurring Transactions							
Purchase Order							
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Accounts Receivable							
🕀 🚞 Help Desk	🛛 😧 父 Ready						

- 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.

Recurring transactions							
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Save Undo Print Process History O	Close						
Transaction Type: Bill	~						
Remove Filter Records (F3)							
Process Transaction No. Reference	Frequency	Last Process	Next Process	Due	Group	Day of Month	Star
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E BL-45609	Contract Contract	00/07/0045	015	No		15	10/2
BL-45610	IRely IZ1		.015	No		30	03/2
	You are	about to delete 1 r	ow.	No			
	Are you	i sure you want to c	ontinue: 🗸				
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	Yes	No					
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Recurring Transactions							≈ □
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	21						
Save Undo Print Process History	Close						
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Save Undo Print Process History Transaction Type: Bill Remove Printer Records (F3)	Close						
Save Undo Print Process History Transaction Type: Bill Remove Printer Records (F3) Process Transaction No. Reference	Frequency	Last Process	Next Process	Due	Group	Day of Month	Star
Save Undo Print Process History Transaction Type: Bill Remove Process Transaction No. Reference BL-45609	Frequency Monthly	Last Process 02/27/2015	Next Process 03/27/2015	Due No	Group	Day of Month 15	Star 10/2
Save Undo Print Process History Transaction Type: Bill Remove Process Transaction No. Reference BL-45609 BL-45610	Frequency Monthly Monthly	Last Process 02/27/2015 02/27/2015	Next Process 03/27/2015 03/27/2015	Due No No	Group	Day of Month 15 30	Star 10/2 03/2
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Save Undo Print Process History Transaction Type: Bill Remove Filter Records (F3) Process Transaction No. Reference BL-45609 BL-45610	Frequency Monthly Monthly	Last Process 02/27/2015 02/27/2015	Next Process 03/27/2015 03/27/2015	Due No No	Group	Day of Month 15 30	Star 10/2 03/2
Save Undo Print Process History Transaction Type: Bill Remove Filter Records (F3) Process Transaction No. Reference BL-45609 BL-45610	Frequency Monthly Monthly	Last Process 02/27/2015 02/27/2015	Next Process 03/27/2015 03/27/2015	Due No No	Group	Day of Month 15 30	Star 10/2 03/2

6. 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.

🖨 🚞 Accounts Payable		Recurring Transactions			× 🗆 >
🖃 🚞 Activities					
Pay Bill Detail					
Pay Bills	1	Save Undo Print Process History Close			
Bill Batch Entry					
Batch Posting		Transaction Type:			
Print Checks					
Import Bills from Origin		Delete Y Filter Records (F3)			
Bill Entry		Process Transaction No. Reference Frequency Last Process Next Process	Due	Group	Day of Month
Paid Bills History	-		No		
Recurring Transactions					
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- Select the transaction you want to delete.
 Click on **Delete** 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.

Recurring Transactions								* 🗆 X
Save Undo Print Process History Close								
Transaction Type: Bill								
Delete Filter Records (F3)								
Process Transaction No. Reference Frequency	Last Process M	Vext Process Due	Group	Day of Month	Start Date	End Date	Active	Iterations
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Recurring Transactions								* 🗆 X
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Process Transaction No. Reference Frequency	Last Process	lext Process Due	Group	Day of Month	Start Date	End Date	Active	Iterations
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6. Click **Save** button to save the changes.