## How to Delete Credit Memo

- 1. Open the Credit Memo you wish to delete. Note that you are only allowed to delete Credit Memo that is not posted. If the Credit Memo is already posted, you will have to unpost it first.
- 2. Click the Delete button. Credit Memo - ABC Reseller New Save Search Delete Undo Print Add Shipment Email Duplicate Post Recap Recurring Close Details Prepaids and Credit Memos Instructions Payments (0) Attachments (0) Audit Log (3) Comments (0)
- 3. Click **Yes button** on the message.



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Are you sure you want to delete this record?



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3. Click **Yes button** on the message.



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## 2. Click the Delete toolbar button.

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3.	Click Yes button on the message.												
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3.	Click Yes button on the message.										
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