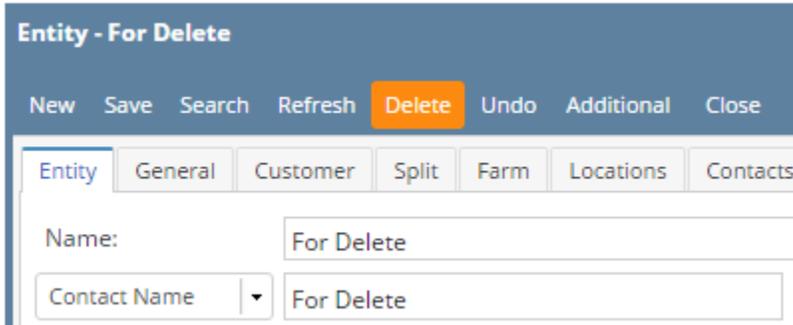


How to Delete Customer

Note that you can delete customer record that has no transactions yet or not yet used by another record. If this is not the case, deleting the record will simply deactivate it (refer to [How to Activate/Deactivate a Customer | Delete Record](#)).

1. Open the record that you want to delete.
2. Click the **Delete** button.



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



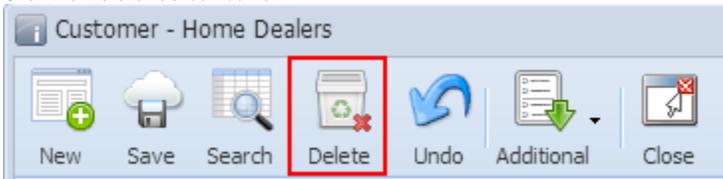
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Are you sure you want to delete this record?



Refer to [How to Activate/Deactivate a Customer | Delete Record](#).
Deleting a record is not allowed.

- Make sure that the Origin Integration on Company Preferences is disabled, otherwise the Delete button on Customer screen will be hidden. Refer to [How to Disable Origin Integration](#).
- From **Accounts Receivable > Maintenance > Customers** menu, open the Customer record you wish to delete.
- Click the **Delete** toolbar button.



- Select **Yes** button on the confirmation message. Note that you cannot delete a customer record that is already used in a transaction.

