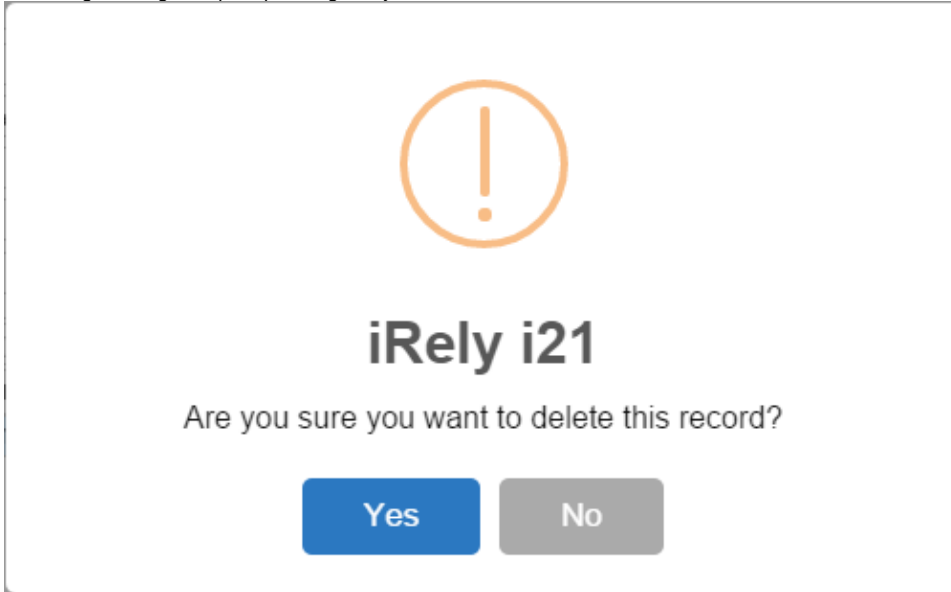


# How To Delete Payments

Here are the steps on how to Delete Payable. This is applicable on all payables that are not yet posted.

## Via Pay Voucher Details Screen

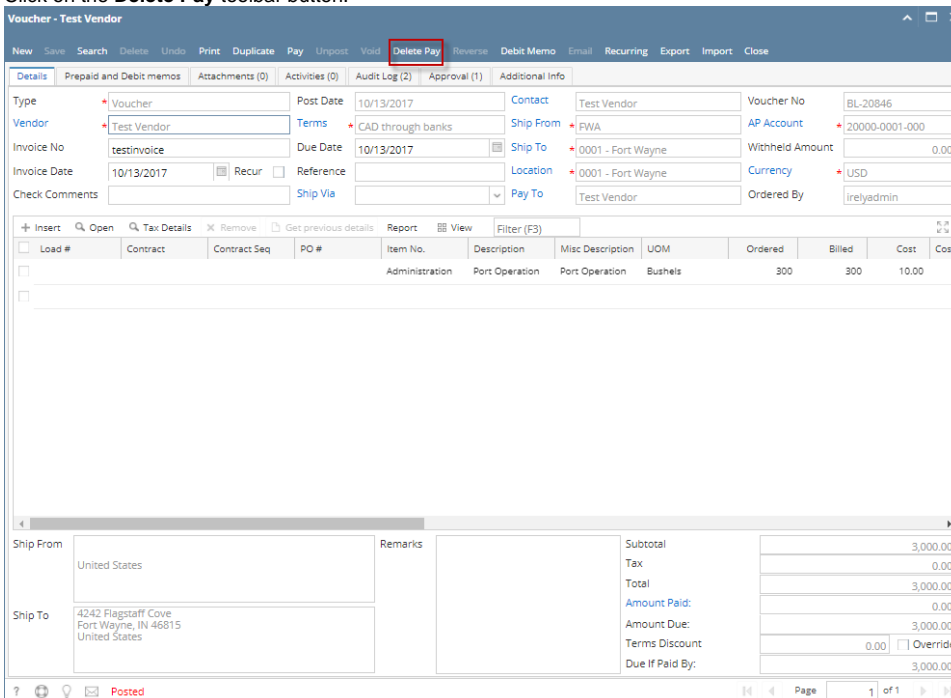
1. Open the existing payable. If the payable you want to delete is already **Posted**, you have to Unpost it first. (See [How To Unpost Payments](#))
2. Click on **Delete** button.
3. A warning message will prompt telling that you are about to delete the selected record. Click **Yes** to continue.



4. The selected payable will be deleted

## Via Voucher Screen

1. Open the voucher with payable that is not yet posted.
2. Click on the **Delete Pay** toolbar button.

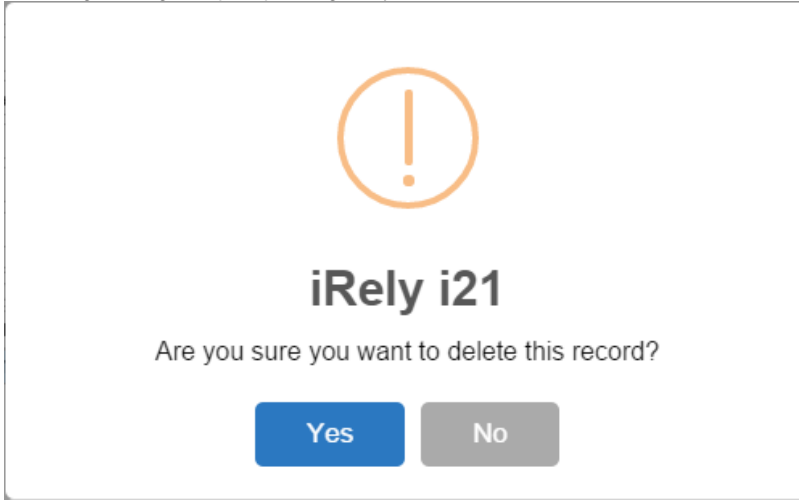


3. A warning message will prompt telling that you are about to delete the selected record. Click **Yes** to continue
4. The selected payable will be deleted.

Here are the steps on how to delete payable. This is applicable on all payables that are not yet posted.

#### Via Pay Voucher Details Screen

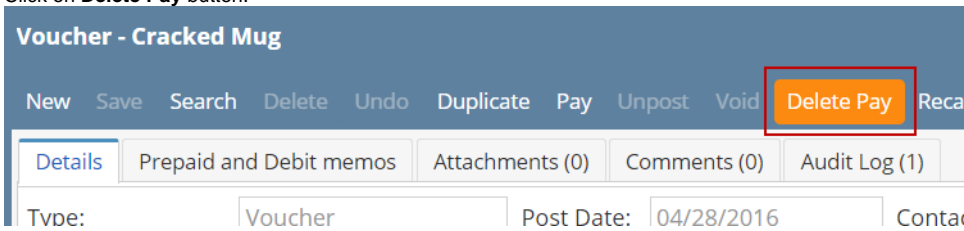
1. Open the existing payable. If the payable you want to delete is already **Posted**, you have to Unpost it first. (See [How To Unpost Payments](#))
2. Click on **Delete** button.
3. A warning message will prompt telling that you are about to delete the selected record. Click **Yes** to continue.



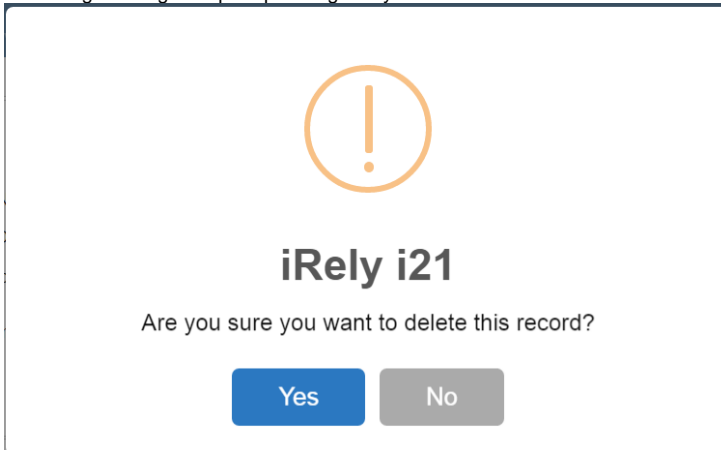
4. The selected payable will now be deleted.

#### Via Voucher Screen

1. Open the voucher with payable that is not posted.
2. Click on **Delete Pay** button.



3. A warning message will prompt telling that you are about to delete the selected record. Click **Yes** to continue.

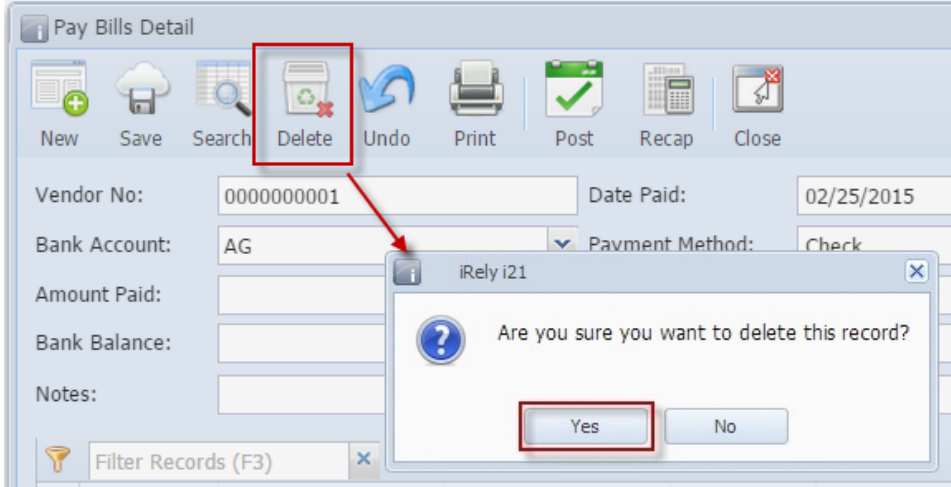


4. The selected payable will now be deleted.

Here are the steps on how to delete pay bills. This is applicable on all payables that are not yet posted.

1. Open the existing pay bill. If the pay bill you want to delete is already **Posted**, you have to Unpost it first. (See [How To Unpost Payments](#))
2. Click on **Delete** button.

3. A warning message will prompt telling that you are about to delete the selected record. Click **Yes** to continue.



4. The selected pay bill will now be deleted.