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.

New Save S	earch De	elete Undo	Print Duplica	te Pay Unpos	st Void	Delete Pay Revi	erse Debit Mem	o Email Recurri	ng Export Impo	ort Close			
Details Prep	baid and D	ebit memos	Attachments (0)) Activities (0)	Audit	Log (2) Approval	(1) Additional I	nfo					
Гуре	* Vou	cher		Post Date	10/1	3/2017	Contact	Test Vendor		Voucher No	BL-20	846	
/endor	* Tes	* Test Vendor testinvoice		Terms	* CAD	through banks	Ship Fro	m 🔺 FWA	* FWA * 0001 - Fort Wayne		* 2000	20000-0001-000	
nvoice No	test			Due Date	10/1	0/13/2017	🔲 Ship To	* 0001 - Fort \			nt		
nvoice Date	10/	13/2017	📧 Recur	Reference	•		Location	* 0001 - Fort \	Vayne	Currency	* USD		
heck Comme	nts			Ship Via			🗸 Pay To	Test Vendor	Test Vendor		irelya	irelyadmin	
+ Insert Q	Open	Q. Tax Details	X Remove			Report III View	v Eilter (E3)						
Load #		Contract	Contract See	PO#		Item No.	Description	Misc Description	UOM	Ordered	Billed	Cost	
						Administration	Port Operation	Port Operation	Bushels	300	300	10.00	1
4						Remarks		Su	btotal			3,0	100
∢ ihip From	Inited Stat	tes				Remarks		Su	btotal X			3,0	
∢ hip From U	Jnited Stat	tes				Remarks		Su Ta To	btotal x tal			3,0	
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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.



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.

📊 Pay Bills Detail				
New Save Se	arch Delete Und	lo Print Po	ost Recap Close	
Vendor No:	000000001		Date Paid:	02/25/2015
Bank Account:	AG	v nahazar	Payment Method:	Check
Amount Paid:		IKely 121		
Bank Balance:		Are you	sure you want to delete	this record?
Notes:	s (F3)		Yes No	

4. The selected pay bill will now be deleted.