

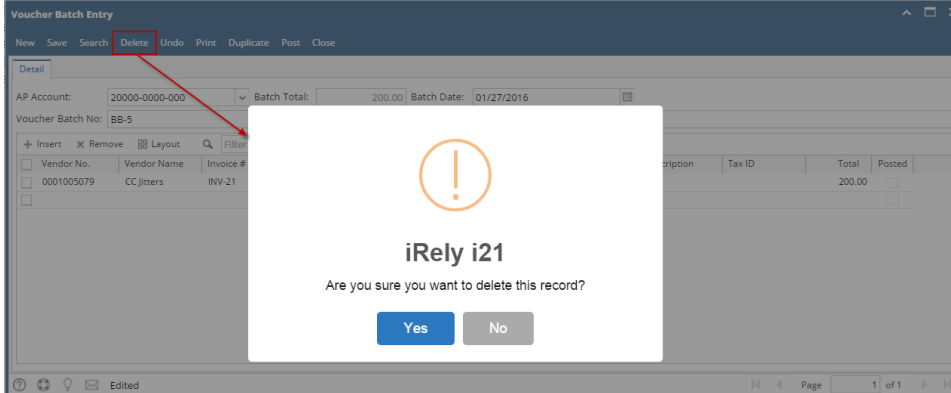
How To Delete Voucher Batch Entry

Here are the steps on how to delete voucher batch entries:

1. Open an existing **Voucher Batch Entry** record. If the entry you want to delete is already **Posted**, you have to **Unpost** it first. (See [How To Unpost Voucher Batch Entry](#))
2. Click on **Delete** button.
3. A warning message will prompt telling that you are about to delete all the vouchers entered for this batch. Click **Yes** to continue.
4. Selected voucher batch entry will now be deleted.

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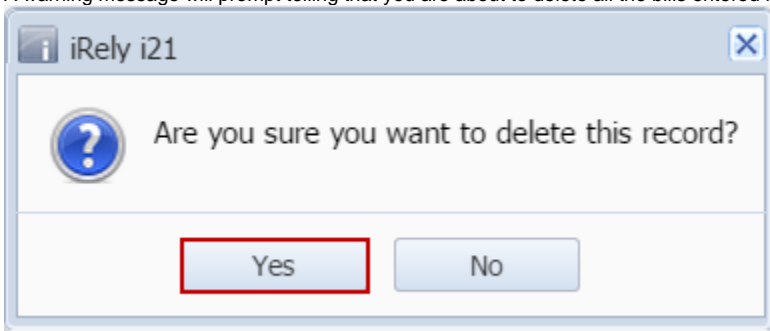
1. Open an existing **Voucher Batch Entry** record. If the entry you want to delete is already **Posted**, you have to **Unpost** it first. (See [How To Unpost Voucher Batch Entry](#))
2. Click on **Delete** button.
3. A warning message will prompt telling that you are about to delete all the vouchers entered for this batch. Click **Yes** to continue.



4. Selected voucher batch entry will now be deleted.

Here are the steps on how to delete bill batch entries:

1. Open an existing **Bill Batch Entry** record. If the entry you want to delete is already **Posted**, you have to **Unpost** it first. (See [How To Unpost Voucher Batch Entry](#))
2. Click on **Delete** button.
3. A warning message will prompt telling that you are about to delete all the bills entered for this batch. Click **Yes** to continue.



4. Selected bill batch entry will now be deleted.