Deleting Invoices in Accounts Receivable

You can remove invoices that were entered mistakenly if using cash-based accounting. However, you cannot delete an invoice if payment has been applied to it.

You cannot delete posted invoices. Once an invoice has been posted, the Void button is substituted for the Delete button. For more, see Voiding Invoices.

Tip

To select and delete multiple invoices, hold down the SHIFT or CTRL keys while clicking in the invoice list. You cannot delete a posted invoice if using accrual-based accounting.

1. Under Manage Records, click the Transactions tab.
2. In the drop-down list, select Accounts Receivable Invoices and click Go.
3. Click Add/Edit Invoices.
4. Select the invoice you want to delete. To see all invoices, you may need to change the drop-down filter and/or the Posting Period.
5. Click Delete and confirm.