

QUICK REFERENCE GUIDE

November 1, 2019

Delete Canceled Bills

This guide covers how to delete canceled bills. If you delete a canceled bill, it is permanently deleted and cannot be restored.

Step 1: Delete Canceled Bills

First, you'll search for the canceled bill you want to delete.

1. Navigate to the *Delete Canceled Bills* page:

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Maintain and Process Bills, left-menu, Delete Canceled Bills.
WorkCenter	Accounting, Billing, Billing WorkCenter, left-menu, Links section, Maintain Invoices, Delete Canceled Bills.

2. Select search parameters at the top of the page:

Field Name	Field Description
*Business Unit	Accept the default Business Unit or select a different Business Unit.
Canceled Bill Selection	Select a search option: -- "All" to search for all canceled bills for the Business Unit -- "Customer" and enter a Customer ID -- "Date Added" and enter a date range

3. Click on the **Search** button. The canceled bill(s) matching your search are listed in the **Canceled Bill Selection** section.
 - You can click on any of the columns to resort the listing by that column.

- Click on the **Select Bill Checkbox** for each bill you want to delete, or click on **Select All** link at the bottom of the page. The **Deselect All** link can be used to unselect the bills and start over.

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*Business Unit

Canceled Bill Selection

Canceled Bill Selection

1-100 of 309 | [View 100](#)

Select Bill Checkbox	Date Time Added	Invoice	Customer	Invoice Amount	Billing Currency
<input checked="" type="checkbox"/>	10/16/2011 12:15PM	12014 SWDC	G020100001	181,670.00	USD
<input checked="" type="checkbox"/>	10/17/2011 6:25PM	ELD ELI-10368	H120100001	3,100.00	USD
<input checked="" type="checkbox"/>	10/18/2011 10:51AM	ELD EPSSC01-10067	G670100001	4,015.00	USD
<input type="checkbox"/>	10/18/2011 6:22PM	ELD SUPV1201-9667A	E370100001	770.00	USD
<input type="checkbox"/>	10/25/2011 3:42PM	ELD CF2M1201-10201	G100100001	250.00	USD
<input type="checkbox"/>	10/25/2011 6:08PM	12108 SWDC	H550100001	111,144.75	USD
<input type="checkbox"/>	10/26/2011 3:25PM	2011-141-09-11-EOT	G460100001	4,625.00	USD
<input type="checkbox"/>	10/27/2011 10:55AM	2012-052	G100100001	5,250.00	USD
<input type="checkbox"/>	10/28/2011 3:55PM	2012-052	G100100001	5,250.00	USD

- Click on the Delete (🗑️) icon to delete the bills.
- Click **OK** at the message warning you that the selected canceled bills will be permanently deleted.

The selected canceled bills will be permanently deleted. Do you want to continue? (12501,217)