

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. Accept the default Business Unit or enter a different Business Unit.
3. From the Canceled Bill Selection field, select the dropdown and choose "All", "Customer", or "Date Added" for your search parameters.
4. Select the **Search** button.

Delete Canceled Bills

*Business Unit: E6001

Canceled Bill Selection: All (dropdown menu open showing: All, Customer, Date Added)

Search

Canceled Bill Selection

Select Bill Checkbox	Date Time Added	Invoice	Invoice Type	Customer	Invoice Amount	Billing Currency	Template Invoice Flag
<input type="checkbox"/>							

Select All Deselect All

- The canceled bill(s) matching your search are listed in the Canceled Bill Selection section. You can select any of the columns to sort the listing by that column. In this example, we sort by Invoice Amount.

Delete Canceled Bills

*Business Unit

Canceled Bill Selection

Exclude Template Invoices
 Exclude Adjustment Bills

Canceled Bill Selection

< < 1-10 of 10 > > | View All

Select Bill Checkbox	Date Time Added	Invoice	Invoice Type	Customer	Invoice Amount ↓	Billing Currency	Template Invoice Flag
<input type="checkbox"/>	05/24/2019 2:31PM	00000545949	Regular Bill	E370100001	77,759.27	USD	No
<input type="checkbox"/>	05/01/2018 12:45PM	00000475370	Regular Bill	E370100001	10,261.06	USD	No
<input type="checkbox"/>	02/01/2018 1:37PM	00000459661	Regular Bill	0000000035	9,468.85	USD	No

- Select the **Select Bill Checkbox** for each bill you want to delete. You can also select the **Select All** link at the bottom of the page. The **Deselect All** link can be used to unselect the bills and start over.

Canceled Bill Selection

< < 1-10 of 10 > > | View All

Select Bill Checkbox	Date Time Added	Invoice	Invoice Type	Customer	Invoice Amount ↓	Billing Currency	Template Invoice Flag
<input checked="" type="checkbox"/>	05/24/2019 2:31PM	00000545949	Regular Bill	E370100001	77,759.27	USD	No
<input checked="" type="checkbox"/>	05/01/2018 12:45PM	00000475370	Regular Bill	E370100001	10,261.06	USD	No
<input checked="" type="checkbox"/>	02/01/2018 1:37PM	00000459661	Regular Bill	0000000035	9,468.85	USD	No
<input checked="" type="checkbox"/>	09/01/2017 2:20PM	00000432184	Regular Bill	E370100001	8,622.85	USD	No
<input checked="" type="checkbox"/>	11/04/2013 2:02PM	00000174153	Regular Bill	0000000046	4,040.00	USD	No
<input checked="" type="checkbox"/>	11/20/2014 2:45PM	00000243839	Regular Bill	0000000059	646.00	USD	No
<input checked="" type="checkbox"/>	05/20/2019 1:40PM	00000544893	Regular Bill	0000000048	427.92	USD	No
<input checked="" type="checkbox"/>	03/16/2012 3:31PM	00000065598	Regular Bill	0000133383	137.36	USD	No
<input checked="" type="checkbox"/>	07/28/2011 10:25AM	00000000202	Regular Bill	0000154888		USD	No
<input checked="" type="checkbox"/>	07/28/2011 10:03AM	00000000201	Regular Bill	0000154888		USD	No

Select the Delete icon that is left of the Search button to delete selected bills.

Delete Canceled Bills

*Business Unit

Canceled Bill Selection

Exclude Template Invoices
 Exclude Adjustment Bills

Canceled Bill Selection

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Select **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)

OK

Cancel