

Delete Invoices

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You can delete invoices from the Invoices page, the Recurring Invoices page, and the View Invoice page. However, if an invoice is at Paid or Partial status, you must refund or delete the payments recorded to that invoice before you can delete it. For more information about recording refunds, see [Record Refunds](#). For information about deleting payments, see the [Delete Paid and Partially Paid Invoices](#) heading, below.

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Notes: Did you delete an invoice in error? Restore it! See [Restore Deleted Invoices](#) for more information. Also remember, you are prompted to enter your Accounting PIN when accessing invoices. If you do not have a PIN set up, you are prompted to enter one.

Delete Invoices from the Invoices Page

You can delete multiple invoices at once from the Invoices page as long as they do not have any payments recorded to them. If you need to delete an invoice that is at Paid or Partial status, see the [Delete Paid and Partially Paid Invoices](#) heading, below.

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Check the box next to the invoices to delete.
4. Click .
5. At the Are You Sure prompt, click **Delete**. The invoices you selected are moved to Deleted status.

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Delete Invoices from the View Invoice Page

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Click the invoice to delete. The View Invoice page opens.
4. Click .
5. At the Are You Sure prompt, click **Delete**. The invoice is moved to Deleted status.

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Delete Recurring Invoices from the Recurring Invoices Page

1. From the menu to the left, click **Accounting**.
2. Click **Income**.

3. Click  and select **Recurring Invoices**. The Recurring Invoices page opens.
4. Check the box next to the invoices to delete.
5. Click  .
6. At the Are You Sure prompt, click **Delete**. The invoices you selected are moved to Deleted status.

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Delete Recurring Invoices from the Edit Invoices Page

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Click  and select **Recurring Invoices**. The Recurring Invoices page opens.
4. Click the recurring invoice to delete. The Edit Invoice page opens.
5. Click **Delete** at the bottom of the page. The recurring invoice is deleted.

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Delete Paid and Partially Paid Invoices

Before you can delete invoices at Paid or Partial status, you must first refund or delete the payments recorded to those invoices. This article covers deleting payments. For more information about recording refunds, see [Record Refunds](#).

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Click the invoice to delete. The View Invoice page opens.
4. Click the **Invoice Actions** drop-down menu and select **Delete Payments**.
5. At the Are You Sure prompt, click **Delete**. If the parent paid this invoice via credit card, the payment is automatically credited back to their account as an accounting credit. If the invoice was paid via cash or check, no refund is issued in KidKare. The payment is simply deleted.
6. Click  .
7. At the Are You Sure prompt, click **Delete**. The invoice is moved to Deleted status.

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