

Delete Invoices

Last Modified on 02/09/2023 9:16 am
CST

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.

Click a link below to jump to a specific topic.

In this article:

- [Delete Invoices from the Invoices Page](#)
- [Delete Invoices from the View Invoice Page](#)
- [Delete Recurring Invoices from the Recurring Invoices Page](#)
- [Delete Recurring Invoices from the Edit Invoices Page](#)
- [Delete Paid and Partially Paid Invoices](#)


Note: Did you delete an invoice in error? Restore it! See [Restore Deleted Invoices](#) for more information.

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. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

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.


[Return to Top](#)

Delete Invoices from the View Invoice Page

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

3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.



4. Click the invoice to delete. The View Invoice page opens.
5. Click .
6. At the Are You Sure prompt, click **Delete**. The invoice is moved to Deleted status.

[Return to Top](#)

Delete Recurring Invoices from the Recurring Invoices Page

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.


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

[Return to Top](#)

Delete Recurring Invoices from the Edit Invoices Page

1. From the menu to the left, click **Accounting**.
2. Click **Income**.
3. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. Click  and select **Recurring Invoices**. The Recurring Invoices page opens.
5. Click the recurring invoice to delete. The Edit Invoice page opens.
6. Click **Delete** at the bottom of the page. The recurring invoice is deleted.

[Return to Top](#)

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. Enter your Accounting PIN and click **Go**.

Note: If you do not have an Accounting PIN set, you are prompted to set one.

4. Click the invoice to delete. The View Invoice page opens.
5. Click the **Invoice Actions** drop-down menu and select **Delete Payments**.

Invoice Details - Invoice #10038

Little Rainstorms
1212 Loop Twelve
Dallas, TX 75080
Tax ID:

Billed To:
Keith Test
1101 East Arapaho Road
DaBest, OH 45121

Invoice Date: 09/28/2020
Terms: Due on Receipt
Billing Period: 09/28/2020 - 10/09/2020
Payment Options: Cash/Check ePay

INVOICE #10038

Invoice Actions
Record Refund
Make Recurring
Delete Payments

PARTICIPANT	RATE	RATE TYPE	QTY	FEE	DISCOUNT	TOTAL
IEFExyTest KSarg	\$575.00	Week	2	\$100.00	25.00%	\$962.50
TOTAL						\$962.50
CREDIT APPLIED						\$0.00
PAYMENTS MADE						(-) \$962.50
BALANCE DUE						\$0.00
CREDIT BALANCE						\$100.00

NOTES:
How are you liking EasyPay?

Payment Summary

DATE	PAYMENT AMOUNT	PAYMENT METHOD	BALANCE
09/28/2020	\$962.50	Cash	\$0.00

6. At the Are You Sure prompt, click **Delete**.
7. Click .
8. At the Are You Sure prompt, click **Delete**. The invoice is moved to Deleted status.

[Return to Top](#)