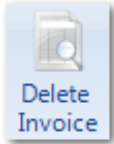


Delete Invoice

📅 Wed, Jan 17, 2024 📁 [Invoices Sub Menu](#)

There may be times where an Invoice is no longer needed and needs to be removed from the system. This can be done using the "Delete Invoice" button.

1. Find the Invoice using the [Invoice Search](#) functionality, highlight the Invoice to be deleted and click the "Delete Invoice" button.



2. A confirmation message will appear saying that the selected Invoices will be deleted and the deletion cannot be undone. Click "OK" to proceed. Clicking "Cancel" will cancel the deletion.

Note: It is not possible to delete Consolidated Invoices that have been submitted. Pending Consolidated Invoices can be removed.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=368>