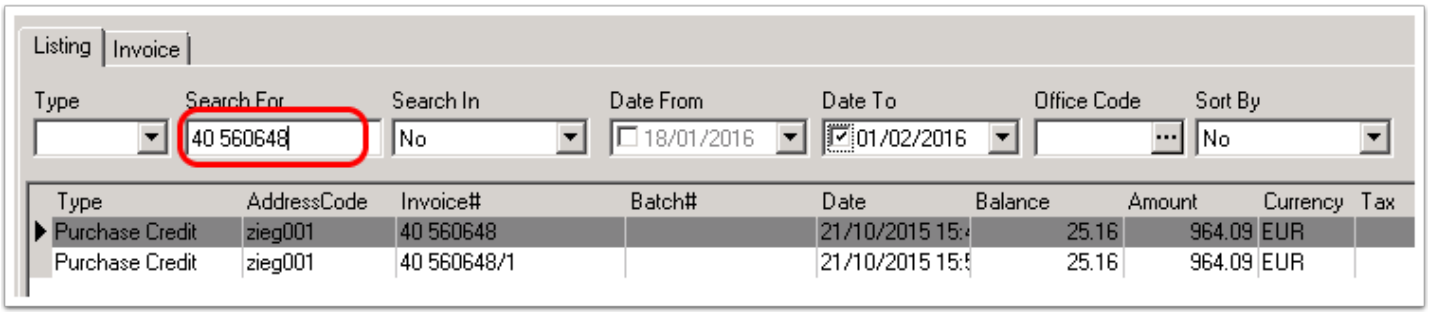
How To: Remove Partially Approved Purchase Invoice

Step #1

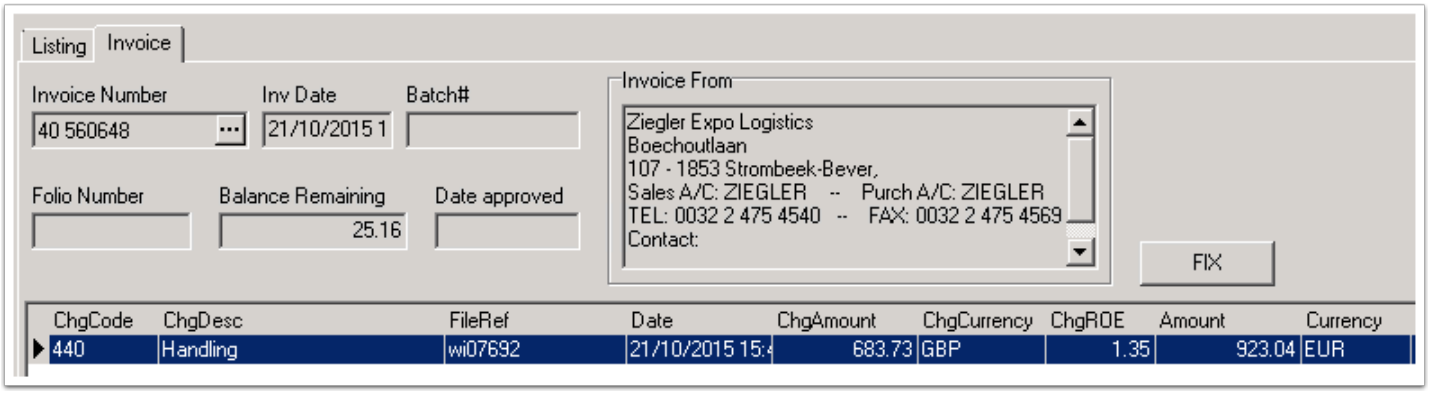
Open the '**Purchase Invoices**' view by going to the '**Accounts**' menu, then '**Purchase**'.

Find the partially approved Purchase Invoice, then click on the '**Invoice**' tab.



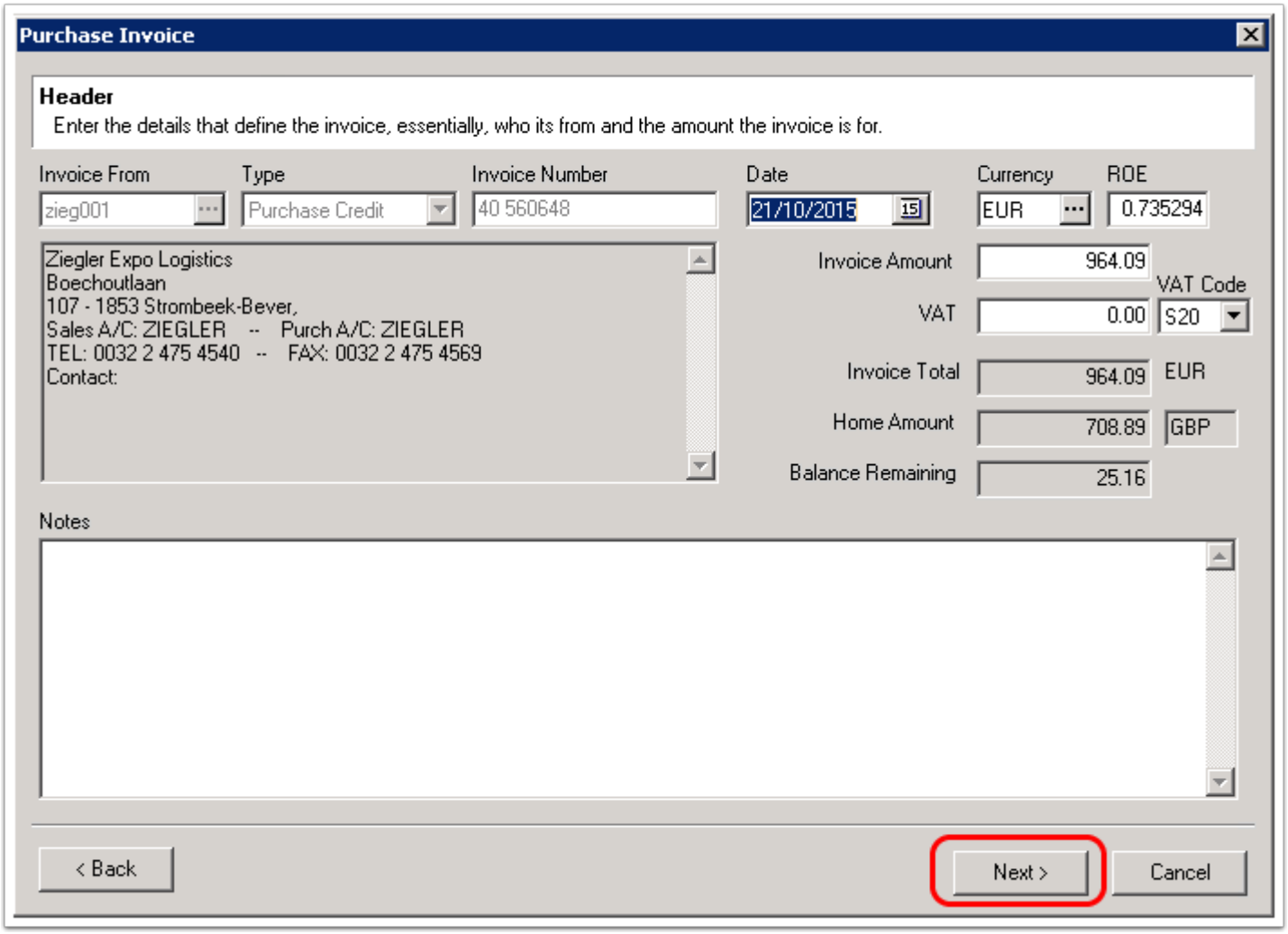
Step #2

Click the '**Edit**' button in the bottom left of the screen to edit the invoice.



Step #3

Click next on the first screen to go to the '**Charges**' screen.

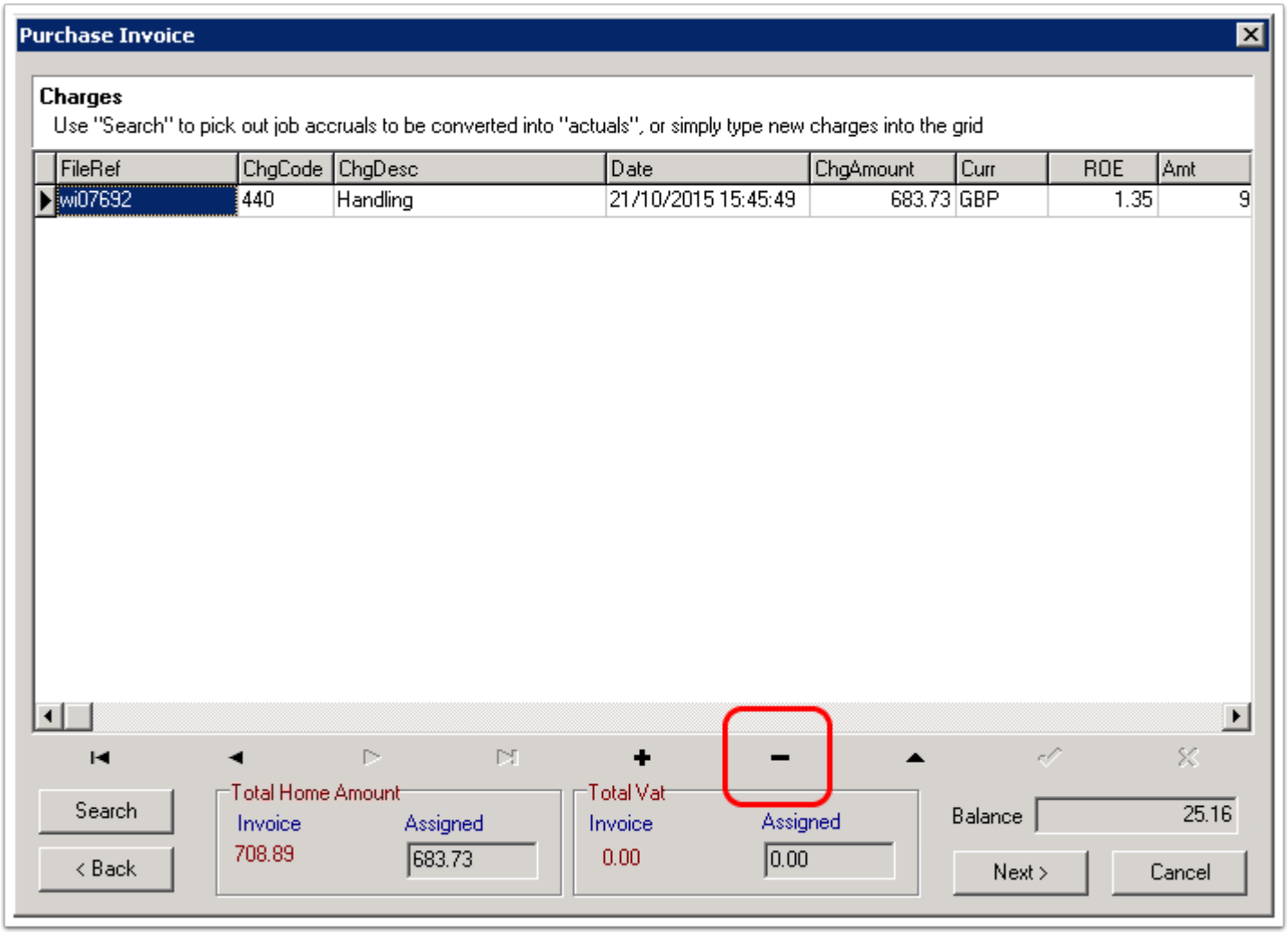


Step #4

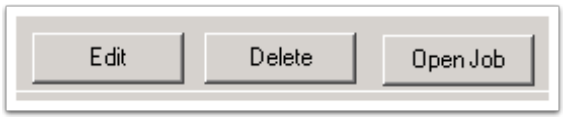
Highlight the charge by single clicking, then click the '**-**' button (highlighted below) to delete the charge.

A confirmation box will appear asking if you would like to confirm this change, click '**Yes**'.

Click '**Next**' then '**Finish**' to finish the invoice.



Step #5

Once the charges have been removed and the **Purchase Invoice** has been finished, the '**Delete**' button will appear in the bottom left of the screen as per the screenshot below.

Click this to delete the **Purchase Invoice** header. A confirmation message will appear asking "**Delete this empty Purchase Invoice?**", click '**Yes**' to delete.