Deleting an invoice, quote or order

Whether it's an invoice, quote or order, deleting a sale is easy—open the sale, go to the **Edit** menu and choose **Delete Sale**. You can also right-click in the sale window and select the delete option.

When a sale is deleted, it's permanently removed from your records. If you'd prefer to retain a record of the sale, you can reverse it instead.

Having trouble deleting a sale? Check the following:

- **User role**—Your user role must allow deleting.
- **Security preference**—AccountRight's security preference must be set to allow transactions to be deleted. See *To allow transactions to be deleted* below for details.
- **Locked period**—A sale being deleted can't be in a locked period
- **Financial year**—A sale being deleted must be in your current financial year.
- **Payments**—If a sale has a payment applied to it, you must first delete the payment. See *To delete a payment applied to a sale* below for details.
- **Deposits**—If a sales order has a deposit applied to it, you must first delete the deposit. See Customer deposits for details.
- **Credit notes**—If you applied a credit note towards a sale, you must first delete the credit.

To allow transactions to be deleted

To delete an invoice, quote or order

To delete a payment applied to a sale

FAQs

Why is a sale's zoom arrow shaded?

I've deleted the payment but still can't delete the sale - why?

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