Delete existing pending payables

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Log on to file ID C.

If your LEA has multiple pages of pending payables that need to be deleted, contact your regional ESC consultant to obtain an SQL to mass delete the transactions.

OR

Use the Finance > Maintenance > Pending Payables page to delete individual pending payable transactions.

❏ Click 🔍 to select a transaction. The purchase order details are displayed.

❏ Click **Delete** to delete the pending payable transaction.