



CANCELLING INVOICES

If you ever add an invoice, Goods Receipt PO, or Delivery with the wrong total, date, or otherwise wrong information, you need to fix it by cancelling the original document and remaking it with the correct information. This does not apply to Purchase Request, Purchase Orders, Sales Quotes, or Sales Orders since those are considered “in pencil” documents and any information can be edited.

Reasons to Cancel a Document

- Wrong Posting Date or Document Date
- Wrong Customer or Vendor
- Wrong quantity
- Wrong unit price or Total price
- Forgot to add freight
- Need to add or remove an item on the document
- Wrong Ship-to address

Fields That Can Be Edited on an Existing Document

- Due Date
- Customer/Vendor Ref. No.
- Remarks
- Sales Employee
- Bill-to Address
- Payment method

How to Cancel a Document

- Open the document in question
- Right-click > Cancel
- This will open a new document that is a reversal/cancellation document. Click add on this new document.
- Now that the original document has been cancelled, you will want to create a new document with the correct information.



A/R Invoice

Customer Code: C1060
Customer Name: Fox Distributing Co.
Contact Person: Jen Cooney
Customer Ref. No.: 9
Local Currency: [Dropdown]

No.: Primary
Status: Open
Posting Date: 10/01/18
Due Date: 10/01/18
Document Date: 10/01/18
Payment Doc: [Dropdown]

Contents

#	Item No.	Item Description
1	1002-K16	Pale Ale - Keg 1/2
2	1003-K12	IPA - Keg 1/2

Sales Employee: James Areas
Owner: [Dropdown]
Total Weight: [Field]
Volume: [Field]
Est. Pallet Spots: [Field]
☐ Payment Order Run
Remarks: [Text Area]

Attachments

Total	Dis...
\$ 800.00	
\$ 1,080.00	

Summary

Total	\$ 1,880.00
Applied Amount	\$ 1,880.00
Balance Due	\$ 1,880.00

Buttons: OK, Cancel, Finalize, Receive Payment, Copy From, Copy To

Right-click > Cancel

Once you click cancel, a reversal/cancellation document will appear. Click Add.

A/R Invoice - Cancellation

Customer Code: C1060
Customer Name: Fox Distributing Co.
Contact Person: Jen Cooney
Customer Ref. No.: 9
Local Currency: [Dropdown]

No.: Primary
Status: Open
Posting Date: 10/01/18
Due Date: 10/01/18
Document Date: 10/01/18
Payment Doc: [Dropdown]

Contents

#	Item No.	Item Description	Quantity	Unit Price	Summary Type	Tax C...	No Summary
1	1002-K16	Pale Ale - Keg 1/2	10	\$ 80.0000	EX		Total
2	1003-K12	IPA - Keg 1/2	8	\$ 90.3000	EX		

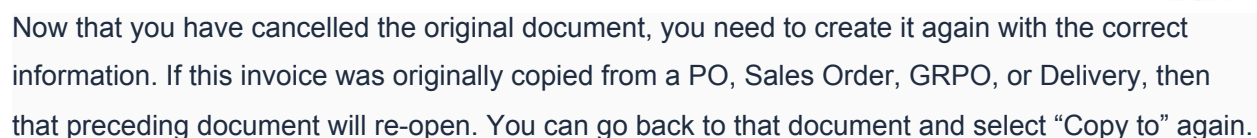
Sales Employee: James Areas
Owner: [Dropdown]
Total Weight: [Field]
Volume: [Field]
Est. Pallet Spots: [Field]
☐ Payment Order Run
Remarks: Based On A/R Invoices 10059.

Summary

Total	\$ 1,880.00
Applied Amount	\$ 1,880.00
Balance Due	\$ 1,880.00

Buttons: OK, Cancel, Finalize, Receive Payment, Copy From, Copy To

Add cancellation document

[illegible]



This will open a new document with mostly the same information as the original except you will need to add the business partner again and ensure that your date is correct. Make any other necessary changes, then click Add!

A/R Invoice

Customer Code C1080
Customer Name Fox Distributing Co.
Contact Person Jen Cooney
Customer Ref. No.
BP Currency \$

No. Primary 10066
Status Open
Posting Date 10/01/18
Due Date 10/31/18
Document Date 10/01/18
Payment Doc

Re-add business partner and confirm dates

#	Item No.	Item Description	Quantity	Unit Price	Tax Code	Total	Dis...
1	1002-K16	Pale Ale - Keg 1/6 BBL	10	\$ 60.0000	EX	\$ 600.00	
2	1003-K12	IPA - Keg 1/2 BBL	8	\$ 90.3000	EX	\$ 722.40	
3	19950-K12	Keg Deposit - 1/2 BBL	8	\$ 30.0000	EX	\$ 240.00	
4	19950-K16	Keg Deposit - 1/6 BBL	10.000	\$ 30.0000	EX	\$ 300.00	
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Make necessary changes, then click Add

Sales Employee
Owner
Total Weight 1,737.00
Volume 5.670 BBL
Est. Pallet Spots 0.000
☐ **Payment Order Run**
Remarks

Total Before Discount \$ 1,862.40
Discount %
Total Down Payment
Freight
☐ **Rounding** \$ 0.00
Tax
Total \$ 1,862.40
Applied Amount
Balance Due \$ 1,862.40

Add **Cancel** **Finalize** **Receive Payment** **Copy From** **Copy To**