

VOIDING INVOICES

Invoices can be voided by individual invoice or batch.

Important Note: The Invoice Numbers are permanent records and cannot be changed or reused. Voided Invoices remain permanently in the Active Weeks or in Archived Weeks.

Voiding Individual Invoices

- Select Void Invoices from the Calculations Menu.
- Select *By Invoice Number* to void an individual invoice
- Select the *Void Date* from the drop-down box or the current date will default to be the Void Date
- Enter the number in the *Invoice Number* field. (The Customer No, Invoice Date and Total Amount fields are automatically populated by the system).
- Click the Void Button to void that invoice

The screenshot shows the 'Void Invoices' dialog box. The 'By Invoice Number' radio button is selected. The 'Void Date' is set to 10/05/2005. There are input fields for 'Invoice Number', 'Customer No.', 'Invoice Date', and 'Total Amount'. The 'Void' and 'Exit' buttons are at the bottom right.

Voiding Invoice Batches

- Select Void Invoices from the Calculations Menu.
- Select *By Invoice Date* to void the whole batch for that date.
- Select the *Void Date* from the drop-down box or the current date will default to be the Void Date.
- Select the date from the *Invoice Date* drop-down box.
- Click the Void Button, to void all invoices listed for that date

The screenshot shows the 'Void Invoices' dialog box with 'By Invoice Date' selected. The 'Void Date' is 10/05/2005 and the 'Invoice Date' is 06/18/2004. A table lists invoices for that date:

Inv Number	Customer No	Inv Date	Total Amount
2747	NL205	6/18/2004	7209.31
2753	TRADE 303	6/18/2004	1531.6
2754	VUJ230	6/18/2004	1954.56
2731	NHG200	6/18/2004	0
2732	NHG200	6/18/2004	0
2733	NHG200	6/18/2004	0
2734	NHG200	6/18/2004	0
2735	NHG200	6/18/2004	0
2736	NHG200	6/18/2004	0
2737	NHG200	6/18/2004	0
2738	NHG200	6/18/2004	0
2739	NHG200	6/18/2004	0

REPRINTING/RESENDING INVOICES

- This function allows invoices previously finalized to be reprinted/resent without generating new invoice dollar amounts or new invoice numbers.

1. Select *Reprint/Re-send Invoices* from the Calculations Menu.
2. Select *Data* (year)
3. Select *Customer From* and *Customer To* or leave unselected for all invoices
4. Select *Invoice Date* (The invoice #s are automatically populated by the system)
5. Select the invoice #(s) by checking the boxes.
6. Click the *Print Only* or *Print Send* button.

The screenshot shows the 'Reprint / Re-send Invoice' dialog box. The 'Data' is set to 'Current - TRANS' and the 'Invoice Date' is 06/18/2004. There are fields for 'Customer From' and 'Customer To'. A list of invoice numbers is shown with checkboxes next to them. The 'Print Only' and 'Print Send' buttons are at the bottom.