

SELECTION 3 CANCEL/CHANGE INVOICE

The Cancel Invoice Program allows you to inquire on an invoice, change fields such as dates - amount fields may not be changed, and cancel or delete an invoice.

*** ONLY invoices entered directly in AR (Balance forward or dealer charges) should be cancelled if incorrect.***

******* DO NOT CANCEL INVOICES THAT WERE ENTERED IN THE JOBBER INVENTORY MODULE *******

Entering a credit memo or negative invoice to preserve the integrity of the audit trail is highly recommended. This cancel/change option will not delete any inventory transactions or related GL entries if the invoice was entered through the Jobber program.

The most common use of this option is to change an incorrect invoice date or due date so that the invoice will print on reports and age using the correct dates. New customers may also use this option to cancel incorrect Balance Forward entries. Once processing has begun, the best way to correct an invoice is with a credit memo in Jobber Sales Invoice Entry. If you have any questions, call Customer Support.

Menu Select:

From the Accounts Receivable Main Menu, select 3 *Cancel/Change Invoices*.

Default Invoice Date. Enter the date that was used when the Balance Forward Invoices were entered. Since no invoices may be entered through this option, the only significance of this date is to create the correct batch number.

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PETRO-DATA OIL *** Change or Cancel an Invoice *** 10/19/2001

Default Invoice Date 07/31/2000
Default Description
Enter a Batch Number 20000731
Default GL Link Code (N=No GL) 1 GL CODE FOR LOCATION 1

Use last customer? (Y/N) N
Omit Sales Tax? (Y/N) Y

Batch Totals For: 20000731

Cash in Bank    Credit Card    Discounts    Total A/R
0.00            0.00          0.00         4352.61
Sales Tot      Sales Tax     Fed Tax      St Tax
-4352.61      0.00         0.00         0.00

Y=Enter Invoices  E=Edit Dates   G=Change GL   Q=Quit Y
    
```

Example: Cancel/Change Invoices Option Screen

Default Description. Optional. You may leave this field blank.

Use Last Customer (Y/N). If more than one invoice will be entered for the same customer most of the time, enter **Y**. After each transaction, the previous customer code will remain in the field. You will not have to reenter it. When a new customer code is entered, type over and use the delete key or space bar to remove any extra letters from the Customer code field. Enter **N** and the customer code field will be blank.

Enter a Batch Number. The Batch number displays automatically. It is derived from the Default Invoice Date. In the example above, the batch number is **20000731 (the end of the month with the year in front)**.

Omit Sales Tax? (Y/N/A=All). Enter **Y**. Balance forward entries do not post sales tax amounts.

Default GL Link Code (N=No GL). The default link code (1) displays. The link code defines the GL accounts which will be used for the transaction. This beginning balance entry in the GL will either be deleted or will have to be reversed.

GL Accounts are displayed, press **<Quit>** to accept the accounts and continue.

- OPTIONS:**
- Enter **Y** to continue and edit or cancel invoices
 - Enter **E** to Edit Dates
 - Enter **G** to Change GL Link Code
 - Enter **Q** to Quit the Cancel/Change Invoices module

Enter the **invoice number** (possible BALFW) for the invoice to be corrected or deleted.

Invoice type automatically displays **1** for charge. All beginning balance entries are coded as Type 1 - Charge. Press enter to accept.

Enter the **customer number** for the invoice to be canceled or changed.

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PETRO-DATA OIL *** Change or Cancel an Invoice *** 10/19/2001
Invno  BALFW  2  Type  1  Charge Invoice  3  Custno  8180
Name  SAN ANTONIO INDEPENDENT SCHOOL4  Tax Exempt?
Address1  P O BOX 12345  Tax1
Address2  Tax2
Address3  SAN ANTONIO, TX 78233  Tax3
Tax Rate  Tax4
5 Descr  BALANCE FWD  6 Salesman 06  7 Terms
8 Inv Dte 07/31/2000  9 Due Date 08/10/2000 10 Disc Date / /
11 Subtotal 4352.61 12 Disc Due 0.00 13 Taxable 4352.61
14 Tax 0.00 15 Total 4352.61
18 Ref No 19 Cash 0.00 20 Credit 0.00

Balance 60086.57 Credit Limit 99999.00 Last Paymt 02/21/2001
Enter Field to Change (5-10) B=Batch No. D=Delete C=Continue
Batchno 20000731
Enter the 6 character Customer Number Q to Quit
    
```

Example: Invoice to be corrected or canceled

IF and invoice is found, it displays as shown above. Select from the prompts displayed

at the bottom of the screen to correct or delete the entry. Only fields 5 - 10 can be changed. The amount cannot be corrected. If the amount is wrong, delete the entry.

*****DELETE ONLY INVOICES THAT WERE ENTERED IN ACCOUNTS RECEIVABLE OPTION 1. DO NOT DELETE INVOICES THAT WERE ENTERED AND UPDATED IN THE FUEL INVENTORY MODULE.*****

Enter Field to Change (5-10). Amount fields may NOT be changed because of invoice audits and GL entries.

B=Batch Number. The batch number displays. Enter **B** to change the batch number. This will NOT change the batch number on the GL distribution or anything that was updated in Jobber Inventory. Only the invoice header on the invoice register will change.

D=Delete. Before deleting an invoice READ all of the CAUTIONS and CONDITIONS stated at the beginning of this chapter. Beginning balance entries may be deleted and dealer charge invoices that were entered directly in AR can be deleted.

C=Continue. Continue to enter another invoice or quit.