Void Project Invoice

Module Guide: Void Project Invoice

Module Location

Project > Void Project Invoice

Module Objective

The **Void Project Invoice** module is a correction tool used to **void** a Project Invoice document that was created in error (e.g., wrong value, wrong stage, or wrong customer). This process does not delete the invoice, but rather creates a reversing transaction to neutralize its accounting impact and maintain the integrity of the audit trail.

1. Main View (Project Invoice List)

The main page of this module displays a list of active project invoices that can be voided.

View and Function Explanation

- **View**: This page is for finding and selecting the project invoice to be voided. You can see the **Invoice No., Invoice Date, Customer Name,** and payment **Status**.
- **Filters**: Use the **Invoice No.** filter or a **Date** range to find the invoice you want to void.
- **Action Buttons**:

- **[Cancel]**: The primary button to run the voiding process on a selected invoice.

2. Steps to Void a Project Invoice

1. **Find the Invoice**: Use the available filters to find the project invoice you want to void.
2. **Select the Invoice**: Select the invoice to be voided by checking the box in the leftmost column of the corresponding row.
3. **Run the Voiding Process**: Click the **[Cancel]** button in the bottom-left section of the page. The system will likely ask for your confirmation before proceeding.

3. Process Results

After a project invoice is voided, the system will:

1. Automatically create a **reversing journal** to neutralize the receivable record from the original invoice.
2. **Re-open the status of the stage (milestone)** on the related **Project Sales Order**, so that the stage is ready to be billed again correctly.

Tips & Important Notes

- Ensure you have sufficient authorization before voiding an invoice, as this action will affect the company's receivable records.

- This is an important control module for the **Finance Department (AR) and Project Administration** to ensure billing accuracy.

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