Void Purchase Coasting Sheet

Module Guide: Void Purchase Costing Sheet

Module Location

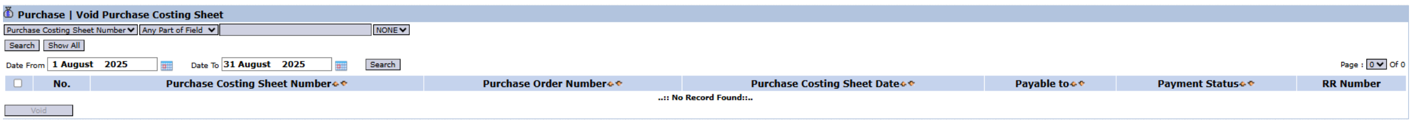
Purchasing > Void Purchase Costing

Module Objective

The **Void Purchase Costing Sheet** module is an administrative tool that is used to **void** a Purchase Costing Sheet document that has already been created. This process is necessary if an error occurred in the recording or allocation of additional costs. The "void" action will create a reversing journal to neutralize the accounting impact of the original document.

1. Main View (Costing Sheet List)

The main page of this module displays a list of active Purchase Costing Sheets that can be voided.



View Explanation & Filters

This page is for finding and selecting the costing sheet document to be voided.

- **Filters**: You can search for a specific document by **Purchase Costing Sheet Number** or a date range (**Date From / Date To**).

- **Document List**: The table below will display all documents that match the filters, with columns such as **Purchase Costing Sheet Number**, **Purchase Order Number**, **Payable to**, and **Payment Status**.

Button Functions

- **Void**: The main action button to run the voiding process on a selected document.

2. Steps to Void a Purchase Costing Sheet

Step 1: Find the Document

Use the available filters, especially the **Purchase Costing Sheet Number** search bar, to find and locate the document you wish to void.

Step 2: Select the Document

Select one or more documents to be voided by checking the box in the leftmost column of the corresponding row(s).

Step 3: Run the Voiding Process

Click the **Void** button in the bottom-left section of the page. The system will likely ask for your confirmation before proceeding with the voiding process. 

Tips & Important Notes

- The 'Void' process does not delete the data, but rather cancels it and creates a reversing journal to maintain an **audit trail**.

- Voiding a Costing Sheet will **revert the inventory value** back to its state before the additional cost was allocated.
- Ensure you have sufficient **authorization** before voiding this document, as it will affect the **COGS (Cost of Goods Sold)** value and payable records.
- This module is generally used by the **Accounting or Cost Control** teams.

Revision #1
Created 13 August 2025 10:34:07 by Sayu
Updated 13 August 2025 10:40:56 by Sayu