

Void Purchase Invoice

Module Guide: Void Purchase Invoice

Module Location

Purchasing > Void Purchase Invoice

Module Objective

The **Void Purchase Invoice** module is an administrative tool used to **void** a purchase invoice that has been incorrectly recorded in the system. The "void" process is different from "delete"; "void" will keep a record of the invoice in the system but give it a "canceled" status and automatically create a reversing journal to neutralize its accounting impact. This is the correct accounting procedure for maintaining an **audit trail**.

1. Main View (Purchase Invoice List)

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

No.	Invoice Number	Invoice Date	Due Date	Purchase Order Number	Receipt Report Number	Vendor Name
1.	VIN2012508-0002993	31-Aug-2025	08-Sep-2025	PWU2012501-0000081	RCV2012507-0002957	PT ALOE VERA INDONESIA
2.	VIN2012508-0003079	09-Aug-2025	08-Sep-2025	PWU2012502-0000572	RCV2012508-0003196	PT BARENTZ
3.	VIN2012508-0003089	08-Aug-2025	09-Oct-2025	PWU2012504-0001120	RCV2012507-0003161	PT ALAM DIANI RAJA
4.	VIN2012508-0003071	08-Aug-2025	08-Sep-2025	PWU2012507-0001756	RCV2012508-0003282	PT INDESISO HEKATAMA
5.	VIN2012508-0003073	08-Aug-2025	08-Oct-2025	PWU2012505-0001440	RCV2012507-0003150	PT NASIONAL PERCETAKAN INDONESIA
6.	VIN2012508-0003074	08-Aug-2025	08-Oct-2025	PWU2012506-0001574	RCV2012507-0003151	PT NASIONAL PERCETAKAN INDONESIA
7.	VIN2012508-0003057	08-Aug-2025	21-Sep-2025	PWU2012507-0001942	RCV2012508-0003177	PT BUMITANGERANG MESINDOTAMA
8.	VIN2012508-0003058	07-Aug-2025	08-Sep-2025	PWU2012505-0001235	RCV2012507-0003108	PT FIRMENICH INDONESIA
9.	VIN2012508-0003039	06-Aug-2025	08-Sep-2025	PWU2012412-0003641	RCV2012507-0003139	PT ARIES CENTAURUS
10.	VIN2012508-0003040	06-Aug-2025	08-Sep-2025	PWU2012502-0000571	RCV2012507-0003140	PT ARIES CENTAURUS
11.	VIN2012508-0003041	06-Aug-2025	08-Sep-2025	PWU2012409-0002706	RCV2012507-0003155	PT BUMITANGERANG MESINDOTAMA
12.	VIN2012508-0003042	06-Aug-2025	08-Sep-2025	PWU2012507-0001865	RCV2012507-0003156	PT BUMITANGERANG MESINDOTAMA
13.	VIN2012508-0003043	06-Aug-2025	08-Sep-2025	PWU2012505-0001392	RCV2012507-0003036	PT BUNGASARI FLOUR MILLS INDONESIA
14.	VIN2012508-0003044	06-Aug-2025	08-Sep-2025	PWU2012503-0000872	RCV2012507-0003035	PT BUNGASARI FLOUR MILLS INDONESIA
15.	VIN2012508-0003045	06-Aug-2025	08-Sep-2025	PWU2012506-0001546	RCV2012507-0003158	PT DUNIA KIMIA JAYA
16.	VIN2012508-0003046	06-Aug-2025	08-Sep-2025	PWU2012504-0001110	RCV2012507-0002877	PT JAWAMANIS RAFINASI
17.	VIN2012508-0003047	06-Aug-2025	08-Sep-2025	PWU2012505-0001258	RCV2012507-0003157	PT WILMAR CAHAYA INDONESIA TBK (FLOUR)
18.	VIN2012508-0003048	06-Aug-2025	08-Oct-2025	PWU2012409-0002707	RCV2012508-0003162	PT BIGGY CEMERLANG
19.	VIN2012508-0003049	06-Aug-2025	08-Oct-2025	PWU2012409-0002707	RCV2012508-0003163	PT BIGGY CEMERLANG
20.	VIN2012508-0003024	05-Aug-2025	08-Oct-2025	PWU2012504-0001049	RCV2012507-0003066	PT NASIONAL PERCETAKAN INDONESIA

View Explanation & Filters

This page is for finding and selecting the invoice to be voided.

- **Filters:** You can search for a specific invoice by **Invoice Number**, **Item Category**, or a date range (**Date From / Date To**).
- **Invoice List:** The table below will display all invoices that match the filters, with columns such as **Invoice Number**, **Invoice Date**, **Purchase Order Number**, and **Vendor Name**.

Button Functions

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

2. Steps to Void a Purchase Invoice

Step 1: Find the Invoice

Use the available filters, especially the **Invoice Number** search bar, to find and locate the purchase invoice you wish to void.

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Step 2: Select the Invoice

Select one or more invoices 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. Once confirmed, the invoice's status will change to "voided".

Tips & Important Notes

- The 'Void' process **does not delete the invoice data**, it only deactivates it. This is important for maintaining the integrity and completeness of historical data.
- After an invoice is voided, the system will automatically create a **reversing journal** to neutralize the accounting impact of the original invoice (e.g., debiting accounts payable and crediting the related expense/asset account).
- Ensure you have sufficient **authorization** before voiding an invoice, as this action will directly affect the company's payable records.
- This module is generally used by the **Accounting (AP - Account Payable)** team.

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