Void Purchase Invoice

Module Guide: Void Purchase Invoice

Module Location

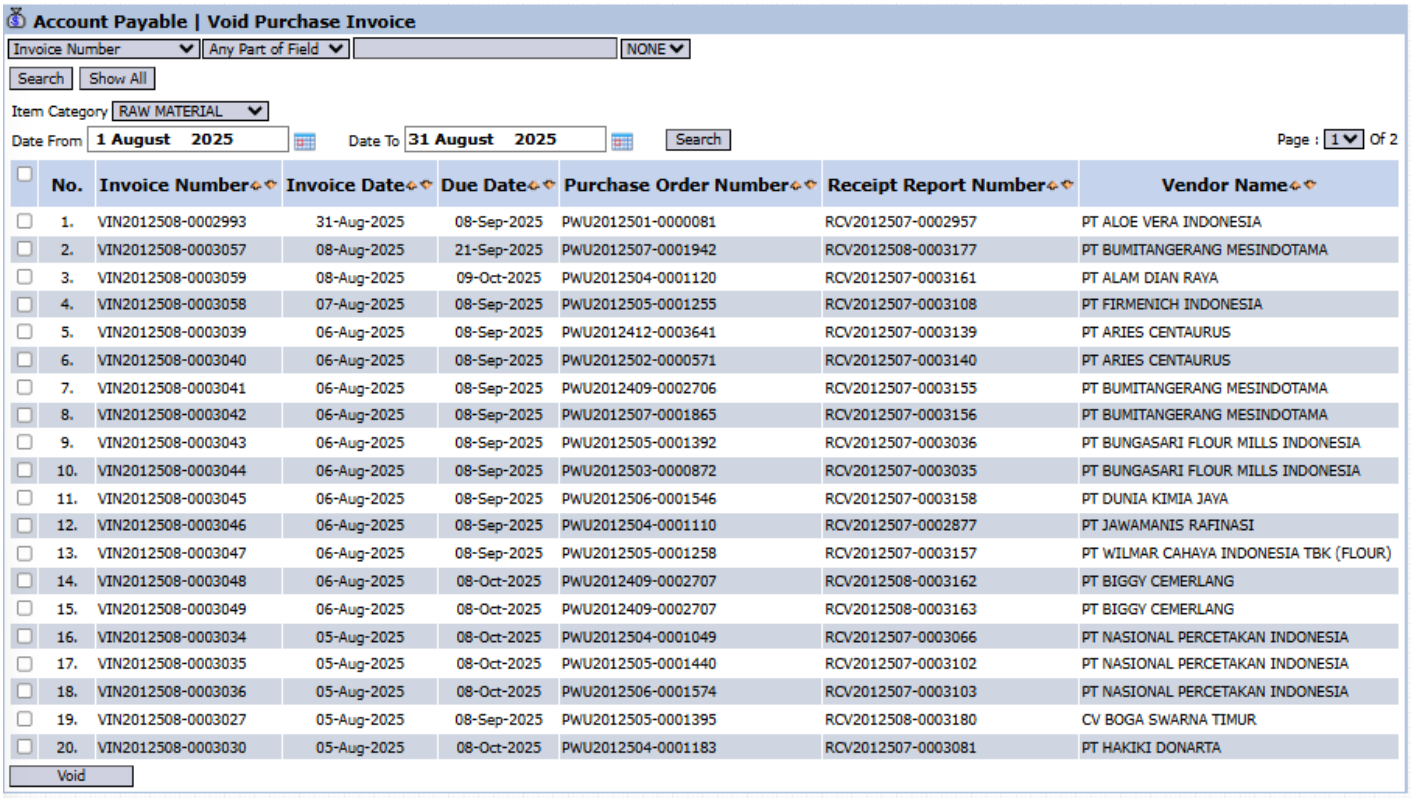
Accounts Payable > Void Purchase Invoice

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.



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

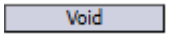
Use the available filters, especially the **Invoice Number** search bar, to find and locate the purchase invoice you wish to void.

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).

	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

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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