Void Sales Invoice

Module Guide: Void Sales Invoice

Module Location

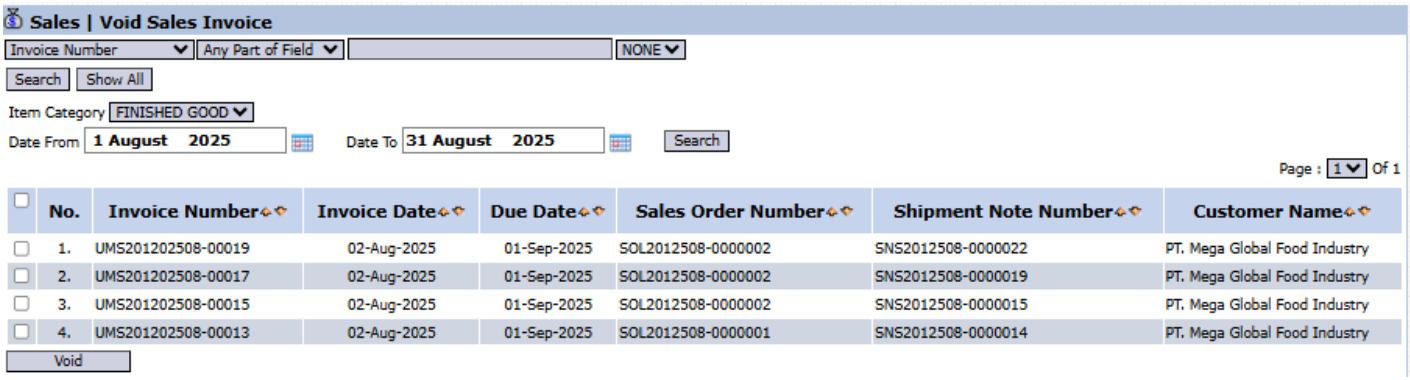
Sales > Sales Invoice > Void Sales Invoice

Module Objective

The **Void Sales Invoice** module serves as a tool to **void** a sales invoice that has already been issued. 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 (Invoice List)

The main page of this module displays a list of active sales 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 From** and **Date To** range.

- **Invoice List**: The table below will display all invoices that match the filters, with columns such as **Invoice Number**, **Invoice Date**, **Due Date**, and **Customer Name**.

Button Functions

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

2. Steps to Void a Sales Invoice

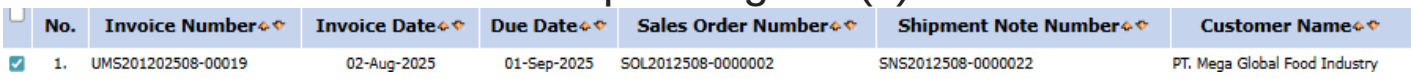
Step 1: Find the Invoice

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

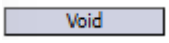


Step 2: Select the Invoice

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



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., crediting receivables and debiting revenue).

- Ensure you have sufficient **authorization** before voiding an invoice, as this action will directly affect the receivable and revenue records.

- This module is generally used by the **Accounting (AR) or Sales Admin teams** with supervision.

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