

# 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.

**Sales | Void Sales Invoice**

Invoice Number  | Any Part of Field  NONE

Item Category

Date From

Page :  Of 1

<input type="checkbox"/>	No.	Invoice Number	Invoice Date	Due Date	Sales Order Number	Shipment Note Number	Customer Name
<input type="checkbox"/>	1.	UMS201202508-00019	02-Aug-2025	01-Sep-2025	SOL2012508-0000002	SNS2012508-0000022	PT. Mega Global Food Industry
<input type="checkbox"/>	2.	UMS201202508-00017	02-Aug-2025	01-Sep-2025	SOL2012508-0000002	SNS2012508-0000019	PT. Mega Global Food Industry
<input type="checkbox"/>	3.	UMS201202508-00015	02-Aug-2025	01-Sep-2025	SOL2012508-0000002	SNS2012508-0000015	PT. Mega Global Food Industry
<input type="checkbox"/>	4.	UMS201202508-00013	02-Aug-2025	01-Sep-2025	SOL2012508-0000001	SNS2012508-0000014	PT. Mega Global Food Industry

### 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).

No.	Invoice Number	Invoice Date	Due Date	Sales Order Number	Shipment Note Number	Customer Name
<input checked="" type="checkbox"/>	1. UMS201202508-00019	02-Aug-2025	01-Sep-2025	SOL2012508-0000002	SNS2012508-0000022	PT. Mega Global Food Industry

### 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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