



Delete / Reverse a Creditor Invoice Tech Tip

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Delete / Reverse a Creditor Invoice

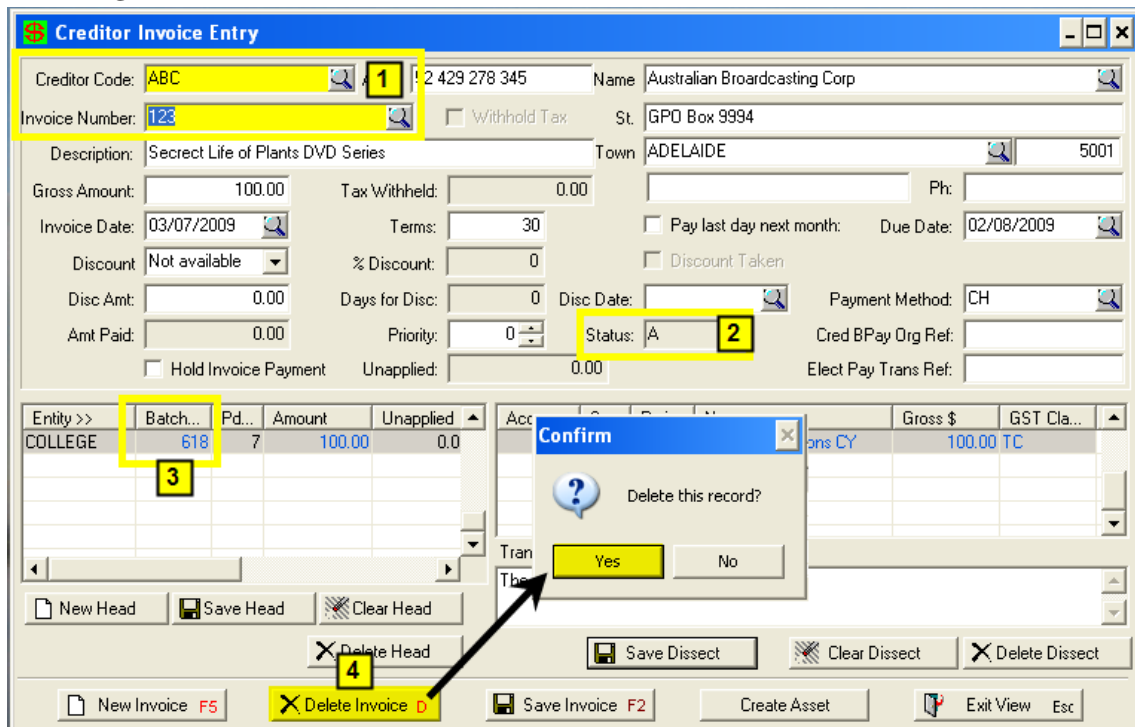
If a Creditor Invoice has been entered in twice or entered against the wrong Creditor Code it will need to be corrected. If the error is discovered BEFORE payment of the invoice one of the following options can be used to correct the error.

Once the incorrect invoice has been deleted or reversed using one of the options below you can then enter the invoice back into PCSchool through Creditor Invoice Entry using the correct Creditor Code / amount etc.

Option 1: Delete the Creditor Invoice

Path: Creditors → Creditor Invoice Entry

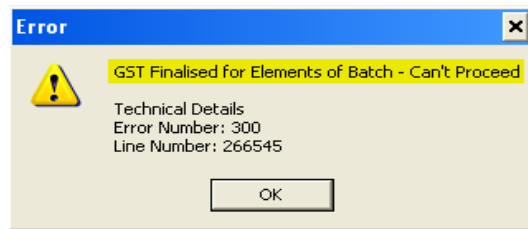
This option requires the invoice be **UNPAID** and the Creditor Invoice Batch be **UNFINALISED**.



1.	Select the Creditor Code and the Invoice you wish to delete.
2.	Ensure the Status shows an A (Active / Unpaid).
3.	Ensure the Creditor Invoice Batch has been unfinalised .
4.	Click on Delete Invoice , if you are sure you wish to delete this invoice click OK . The invoice will be deleted from the Creditor Invoice Batch and from the transactions in Creditor Master File Information.

Option 2: Create a Reversing Invoice

The invoice you want to delete may be in a Creditor Invoice Batch that cannot be unfinalised due to the GST being finalised:



If this is the case you will not be able to delete the invoice, and will have to enter a negative / reversing invoice to cancel the invoice.

Path: Creditors → Creditor Invoice Entry

Creditor Invoice Entry

Creditor Code: ABC ABN: 52 429 278 345 Name: Australian Broadcasting Corp
 Invoice Number: 123-Reverse Withhold Tax: St: GPO Box 9994
 Description: Reversal of Invoice 123 - incorrect Creditor Town: ADELAIDE 5001
 Gross Amount: -100.00 Tax Withheld: 0.00 Ph:
 Invoice Date: 03/07/2009 Terms: 30 Pay last day next month: Due Date: 02/08/2009
 Discount: Not available % Discount: 0 Discount Taken
 Disc Amt: 0.00 Days for Disc: 0 Disc Date:
 Amt Paid: 0.00 Priority: 0 Status: A Cred BPay Org Ref:
 Hold Invoice Payment Unapplied: 0.00 Elect Pay Trans Ref:

Entity >>	Batch...	Pd...	Amount	Unapplied	Accou...	Su...	Proj...	Name >>	Gross \$	GST Cla...
COLLEGE	619	7	-100.00	0.0	5852	2500	0	Library Acquisitions CY	-100.00	TC

 Transaction Description: Reversal of Invoice 123 - incorrect Creditor
 New Head Save Head Clear Head Delete Head Save Dissect Clear Dissect Delete Dissect
 New Invoice F5 Delete Invoice D Save Invoice F2 Create Asset Exit View Esc

Creditor Payments

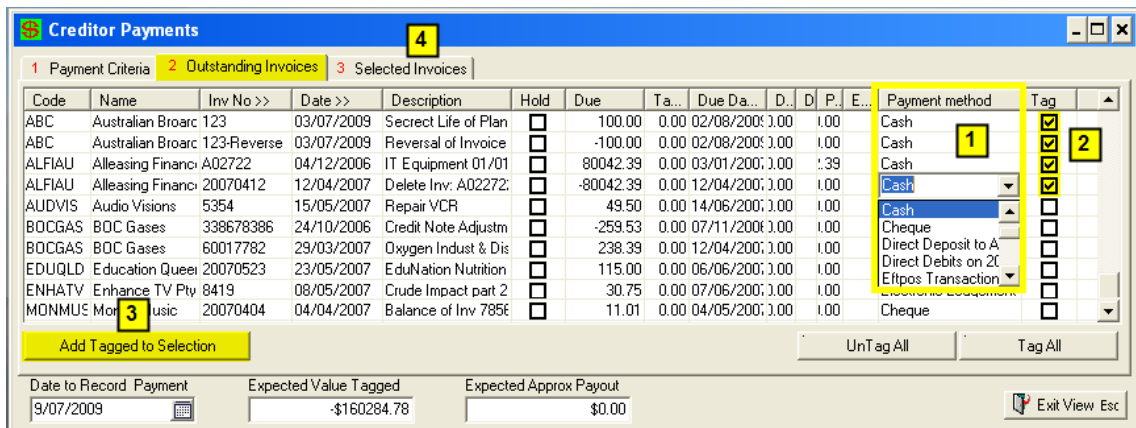
1 Payment Criteria 2 Outstanding Invoices 3 Selected Invoices

Code	Name	Inv No >>	Date >>	Description	Hold	Due	Tax ...	Due Date...	Dis...	Disc...	Pro...	Ele...	P..	T
ABC	Australian Broar	123	03/07/2009	Secret Life Par	<input type="checkbox"/>	100.00	0.00	02/08/2009	0.00	0.00	0.00		Che	
ABC	Australian Broar	123-Reverse	03/07/2009	Reversal of Invoice	<input type="checkbox"/>	-100.00	0.00	02/08/2009	0.00	0.00	0.00		Che	
ALFIAU	Allesano Financ	A02722	04/12/2006	IT Equipment 01/0	<input type="checkbox"/>	80042.39	0.00	03/01/2007	0.00	0.00	0.00		Che	

1.	Select the Creditor Code , should be the same Creditor as for the invoice you wish to delete.
2.	Enter in an invoice number , eg. original invoice number followed by 'Reverse' or 'Cancel'.
3.	Type in a description , eg. 'Reversal of Invoice ###'
4.	Enter in the invoice amount as a NEGATIVE dollar value.
5.	Enter in the invoice details as per Creditor Invoice Entry instructions.
6.	Dissect the invoice back to the GL account used in the original invoice .
7.	Click Save Invoice .
8.	The negative invoice will appear in the Outstanding Invoices tab in Creditor Payments . These invoices will remain outstanding until the you receive a new invoice from the creditor that requires payment or follow the steps bellow.

The routine below should only be used if the negative and positive invoices EXACTLY cancel each other out.

Path: Creditors → Creditor Invoice Entry



1.	Change the payment method for the Invoices to CASH.
2.	Tag the invoices.
3.	Select to Add Tagged to Selection.
4.	Go to the Selected Invoices tab and Print the Listing and Pay Selected as per Payment of Selected Invoices instructions.

These Invoices will now appear as PAID in the Creditor Master File Information → Transaction Tab. However unlike Cheque, Electronic or BPay payments, cash payments will not appear in the Execute Payments View or in a Creditor Payment Batch as there is nothing to pay (the negative invoice cancels out the positive invoice).

Creditor Payments

1 Payment Criteria | 2 Outstanding Invoices | 3 Selected Invoices

Cred code	Date >>	Description	Inv no	Amount	Disc amt	Disc d...	Pay amount	Entity	By >>	Pay Refe...	EI Ref	Pd
ABC	03/07/2009	Secret Life c	123	100.00	0.00		100.00	COLLEGE CA				<input checked="" type="checkbox"/>
ABC	03/07/2009	Reversal of In	123-Reve	-100.00	0.00		-100.00	COLLEGE CA				<input checked="" type="checkbox"/>
ALFIAU	04/12/2009	Delete Inv. #	20070412	-80042.39	0.00		-80042.39	COLLEGE CA				<input checked="" type="checkbox"/>
ALFIAU	04/12/2009	IT Equipment	A02722	80042.39	0.00		80042.39	COLLEGE CA				<input checked="" type="checkbox"/>

Creditor Master File

Code: ABC Hold Pay: Tag To Delete Name: Australian Broadcasting Corp

1 Payment Details | 2 History | 3 Transactions | 4 Orders | 5 Notes

Referen...	Date >>	Description	Amount	Paid	Di...	Tax	D.	H.	Pay ...	Pay T...	Bat...	Selection Criteria
123-Revers	09/07/2009	Reversal of Invoice 1	0.00	-100.00	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>		0.00	463	<input checked="" type="radio"/> Curr Invoice
123	09/07/2009	Secret Life of Plant:	0.00	100.00	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>		0.00	463	<input type="radio"/> All Invoices
HTET2816:	02/05/2007	Dimensions - Tribal W	0.00	66.00	0.00	0.00	<input type="checkbox"/>	<input type="checkbox"/>	6996	66.00	455	Date Selection Criteria

Pay

