Voiding and Reversing Delivery Tickets

Voiding

Only unprocessed or not loaded Delivery Tickets may be voided from *Inventory / Delivery Tickets* by using **Void**. If a ticket is processed, the Invoice could be voided to re-open the Delivery Ticket, and then the Delivery Ticket could be voided or the processed Delivery Ticket could be reversed. Voiding an unprocessed delivery ticket affects the inventory detail for the product or products on the Delivery Ticket. The general ledger is not affected by voiding a Delivery Ticket. When voiding a Delivery Ticket that has created an XML automated blender file, if the file is in *Ready* status, the file will be deleted.

Reversing

Reversing a Delivery Ticket is done from *Inventory / Delivery Tickets* by selecting the original ticket and then choosing **Reverse**. Reversing a Delivery Ticket leaves the original ticket as is and creates a new ticket with the same products but opposite quantities from the original ticket. *Processed*, *Unprocessed*, and *Not Loaded* tickets may be reversed. Reversing processed or unprocessed tickets makes an entry in the inventory detail but does not affect the general ledger. When reversing a Delivery Ticket that has created an XML automated blender file, if the file is in *Ready* status, the file will be deleted.