Voiding a Purchase Invoice

Last Modified on 04/29/2025 7:46 am CDT

Purchase Invoices may be voided at any time regardless of whether the bill created by the Purchase Invoice is paid or unpaid. Voiding a Purchase Invoice creates an exact opposite of the original Purchase Invoice, therefore affecting the general ledger and possibly affecting the inventory balances for the products. If a Purchase Invoice was created from a Purchase Receipt, voiding that Purchase Invoice does not directly affect inventory but will re-open the Purchase Receipt. Voiding a Purchase Invoice that was entered using the *Direct* tab affects the inventory balances for the Products. Prices using a formula based on Last Cost are not impacted.

Transactions should not be entered in a prior year dataset. An accrual journal entry for a correction could be made in the prior year. To fix the current year, add a negative Purchase Invoice for the same quantities and costs as the original. Then pay the original bill and the credit with a memo check and re-enter the Purchase Invoice correctly.

Process for Voiding a Purchase Invoice

Voiding a Purchase Invoice credits the entire Purchase Invoice, updates inventory Amount On Hand appropriately, creates an unpaid Bill, updates costs, and affects the General Ledger.

Note: If a Purchase Invoice was created from a Purchase Receipt, voiding the Purchase Invoice does not directly affect inventory, but will re-open the Purchase Receipt. Voiding a Purchase Invoice with products selected on the Direct tab affects the inventory balances for those products.

1. Navigate to *Accounting / Inventory / Purchase Invoicing*.
2. At the *Select a Purchase Invoice* window, select the Vendor on the left and highlight the *Invoice#* on the right. Choose **Void**.
3. Verify the information on the *Void Purchase Invoice* window and choose **Void**. A voided Purchase Invoice is displayed in red at the *Select a Purchase Invoice* window.

   Note: Information may not be edited on the *Void Purchase Invoice* window.