

Voiding a Purchase Receipt

Last Modified on 01/14/2022 2:30 pm CST

Sometimes a Purchase Receipt is entered for the incorrect product or quantity and should be voided. Voiding the Purchase Receipt is done from *Accounting / Inventory / Purchase Receipt*. Select the Purchase Receipt and choose **Void**. If a Purchase Receipt has been used on a Purchase Invoice or partially used, the void is not allowed. In that case, the Purchase Invoice could be voided to release the Purchase Receipt, and then the void of the Purchase Receipt would be allowed. Voiding a Purchase Receipt affects the inventory detail for the products. Depending on company preference settings for estimated average costing and accruing estimated payables, the general ledger might be affected by the voiding of a Purchase Receipt.