

How to change an invoice once it's been marked as paid.

1. Void Invoice.
2. Create new Invoice.
3. Apply open A/R Credit to new Invoice.

To void an Invoice, go to Accounts Receivable -> Void an Invoice.

ATF010\$SCRN Void Billing 06.18.96

File No....: xxx.nnnnn Invoice #.: 2. Date:

4. Bill To....:

5. Impr Ref# : 6. Pieces: 7. Weight:

8. Description:

9. Shipper :

10. Consignee :

11. Origin : 12. Dest.: 13. Arr Date:

14. Entryno : 15. Export Date:

16. Carrier : 17. Mb #: 18. Hb #.:

19. B/C	Description	Chg Amnt	Est Payout	Vnd No.	Vnd Ref No
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TOTALS----->

Ready Ln 1, Col 18 NUM

Enter the Invoice# then select the Invoice Count. (Enter 0 for the first, no point, invoice).

Enter the void date if the period has not been closed use the original invoice date as the void date, enter V to void Invoice.

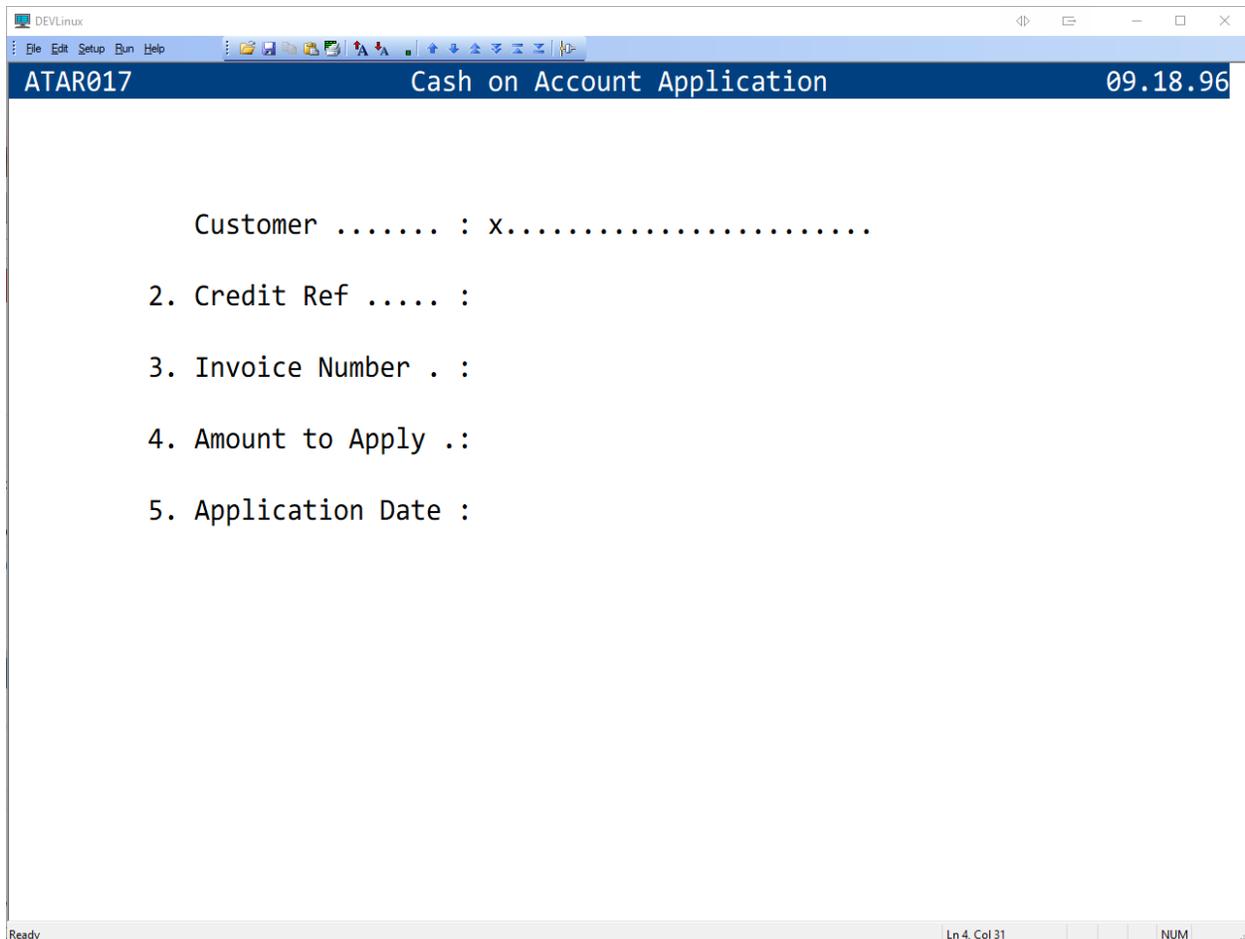
To Create a new Invoice. Use the Invoice Entry Screen.

If this is a file related invoice, then use the Billing Screen associated with the module where the file was created, for example, if the file is a Customs Brokerage, then go to the Billing Screen in Customs Brokerage menu, if from Breakbulk then go to the Breakbulk Menu. If it's a manual

(non-file) related invoice, then use the Manual Invoice screen in AR.

You can use the same base file# and enter N for Next to create a .2 invoice. Once invoice has been created you can apply the open AR Credit to your new invoice.

To apply the open credit to your new invoice, go to Accounts Receivable -> Cash Posting/Credit Applications -> Apply Credits & Cash on Account.



Enter the name of the Customer that made the original payment, then enter the credit ref#. (The original invoice) - or enter / to see a list of credits, then enter your new invoice#, the amount to apply and the date of applied credit.

If possible and the period is not closed then use the original paid date. This will help keep all the transactions within the same period.