

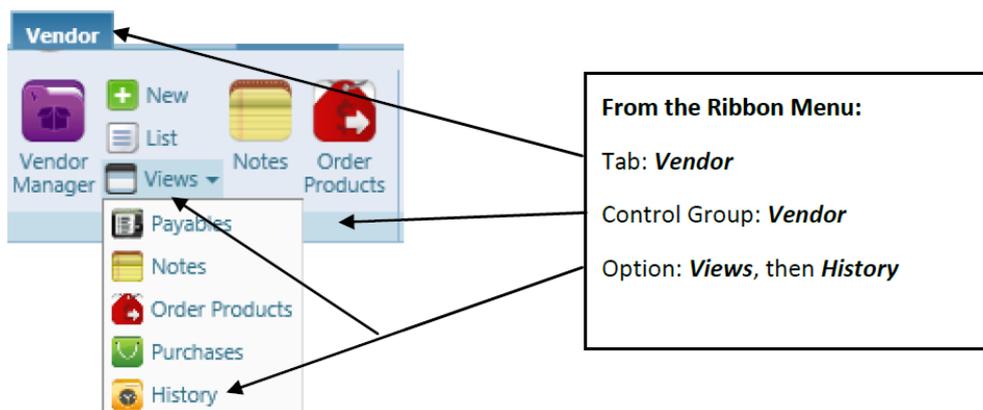
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How Do You Remove a Invoice after Voiding the Check?

Tammy Mason - 2022-07-19 - in Vendors

How Do You Remove a Invoice after Voiding the Check?



Explanation: Modifications to entries made through Bills-New, Bills-Apply, or Bill-Pay can be done in Vendor History (or General Ledger Transactions).

1. Locate proper vendor.
2. In the 'Source' column, locate and click the Bills-New entry you would like to remove. This will load a separate tab for **Bill Adjust**. Add to Reference area "void" for future reference. Zero the amount and click *Process*. On the Bill-Apply section of the screen; if this relates to an order, you can Select or unselect a Product Line by removing the check mark next to the expander icon.



The General Ledger entry can be deleted by using the "X" on the general ledger expander.



Click Process When complete.