

WHITE PAPER USER MANUAL FOR – INVOICE CANCELLATION

Module – Account Payables

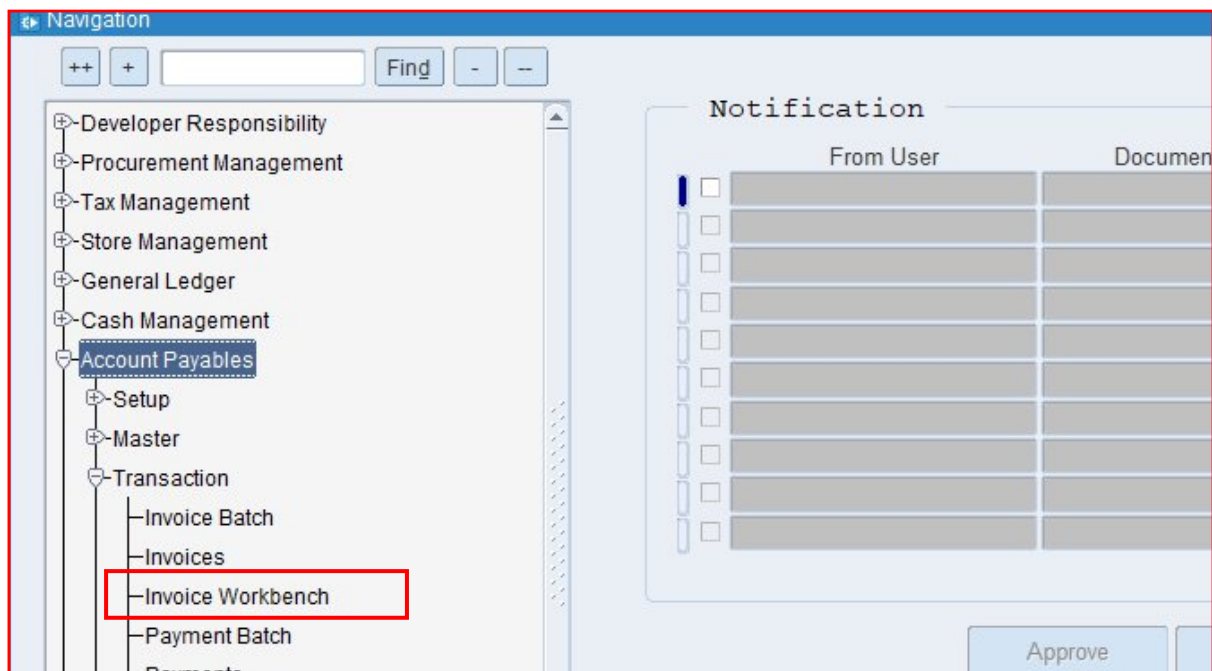
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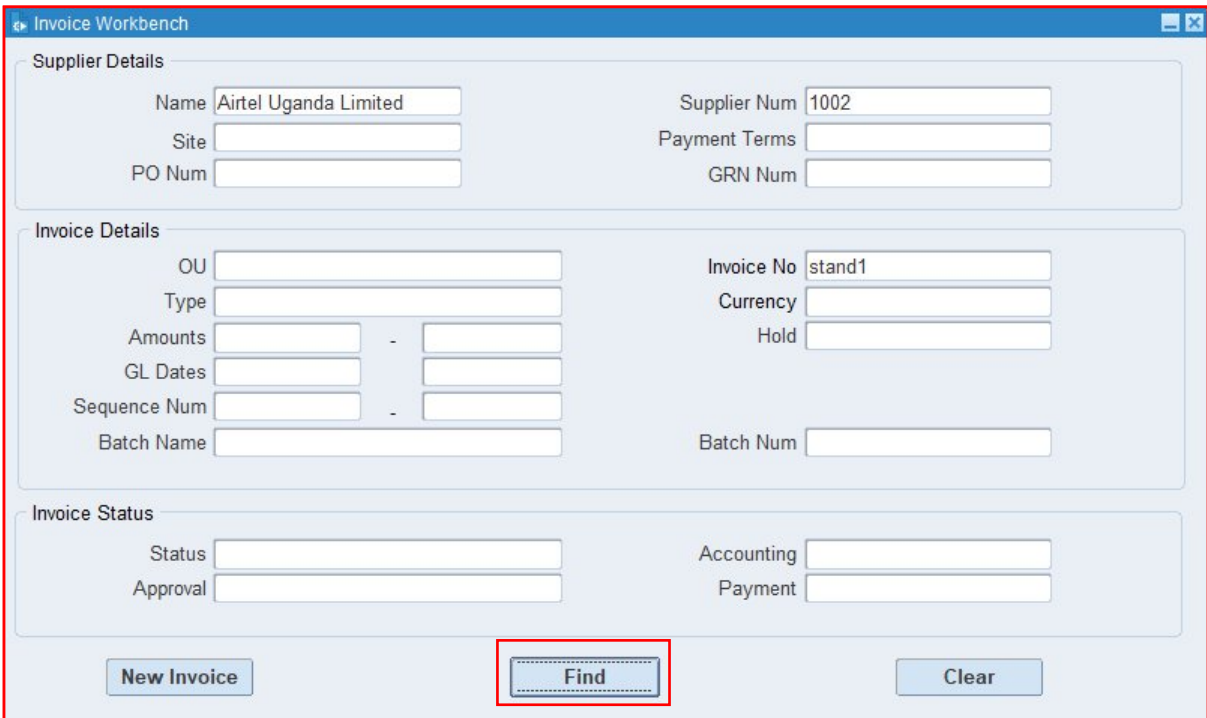
Invoice cancellation refers to the process of nullifying or invalidating an issued invoice. This may be necessary for various reasons, such as:

1. **Errors:** Mistakes in the invoice details, such as incorrect amounts, billing information, or product descriptions.
2. **Duplicate Invoices:** Instances where the same invoice has been issued more than once.
3. **Customer Disputes:** Situations where the customer disputes the charges or services listed on the invoice.
4. **Service Changes:** Modifications to the service or product provided that require a new invoice to reflect the updated terms.

Navigation – Account Payables > Transaction > Invoice Workbench



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Supplier Details

Name: Airtel Uganda Limited
 Site:
 PO Num:
 Supplier Num: 1002
 Payment Terms:
 GRN Num:

Invoice Details

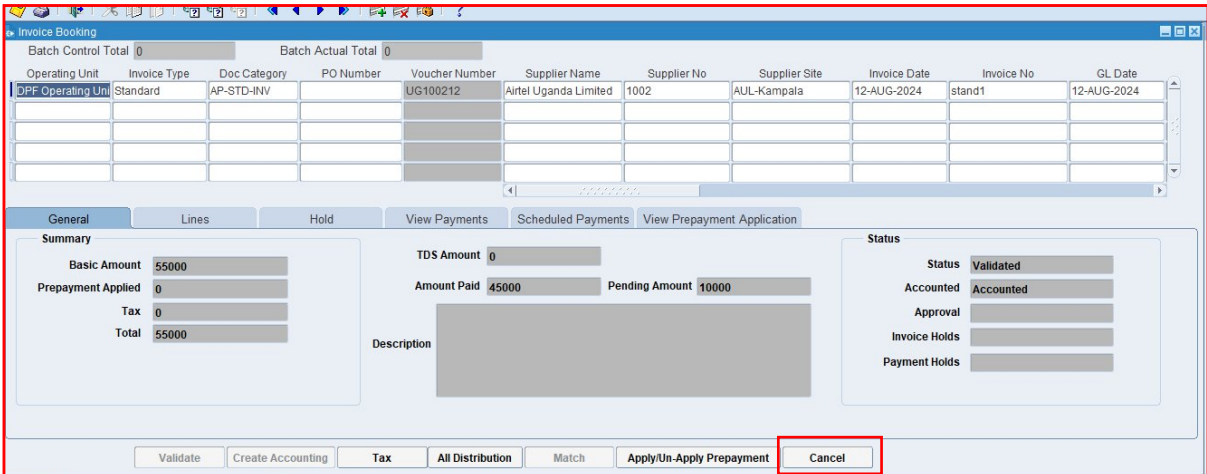
OU:
 Type:
 Amounts: -
 GL Dates: -
 Sequence Num: -
 Batch Name:
 Invoice No: stand1
 Currency:
 Hold:
 Batch Num:

Invoice Status

Status:
 Approval:
 Accounting:
 Payment:

Buttons: New Invoice, Find, Clear

Put the supplier details & Invoice number.
 Click on Find



Invoice Booking

Batch Control Total: 0 | Batch Actual Total: 0

Operating Unit	Invoice Type	Doc Category	PO Number	Voucher Number	Supplier Name	Supplier No	Supplier Site	Invoice Date	Invoice No	GL Date
DPF Operating Uni	Standard	AP-STD-INV		UG100212	Airtel Uganda Limited	1002	AUL-Kampala	12-AUG-2024	stand1	12-AUG-2024

Summary

Basic Amount: 55000
 Prepayment Applied: 0
 Tax: 0
 Total: 55000

TDS Amount: 0
 Amount Paid: 45000
 Pending Amount: 10000

Status

Status: Validated
 Accounted: Accounted
 Approval:
 Invoice Holds:
 Payment Holds:

Buttons: Validate, Create Accounting, Tax, All Distribution, Match, Apply/Un-Apply Prepayment, Cancel

Click on Cancel

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DPF Operating Unit	Standard	AP-STD-INV		UG100212	Airtel Uganda Limited	1002	AUL-Kampala	12-AUG-2024	stand1	12-AUG-2024

General		Lines	Hold	View Payments	Scheduled Payments	View Prepayment Application
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Summary Basic Amount 55000 Prepayment Applied 0 Tax 0 Total 55000		TDS Amount 0 Amount Paid 45000 Pending Amount 10000	Status Status Cancelled Accounted Accounted Approval Invoice Holds Payment Holds
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The invoice has been cancelled.

XX END XX