

Invoice Open

This is a utility that allows a posted invoice to be reopened and edited.

Warning

The utility will do the following

1. Make a PDF invoice and store in folder
2. Un allocate the invoice
3. Delete General Ledger transactions
4. Delete VAT / GST tables
5. Delete mirror table
6. Delete allocations table
7. Delete stock movement
8. Recalculate each stock item
9. Make a user log entry

This utility is specific to Debtors invoices only, no job invoices and no other documents.

Recommended to do the following after invoice re opened.

This can be done at the end of the day

Reports maybe out of sync if the following utilities are not run before running reports

1. Recalculate Account Balances
2. Recalculate summary income
3. Recalculate Balance Sheet
4. Recalculate Debtor Balance

Access the system via the System Utilities (System Recalculations)

System Configurati... ◀



Administration +

General +

General Ledger Lin... +

Security -

API Setup

Favourites Maintenance

Role Permissions

Report Security

System Utilities

Approval Levels

Dashboard Setup

System Utilities

Run Utility

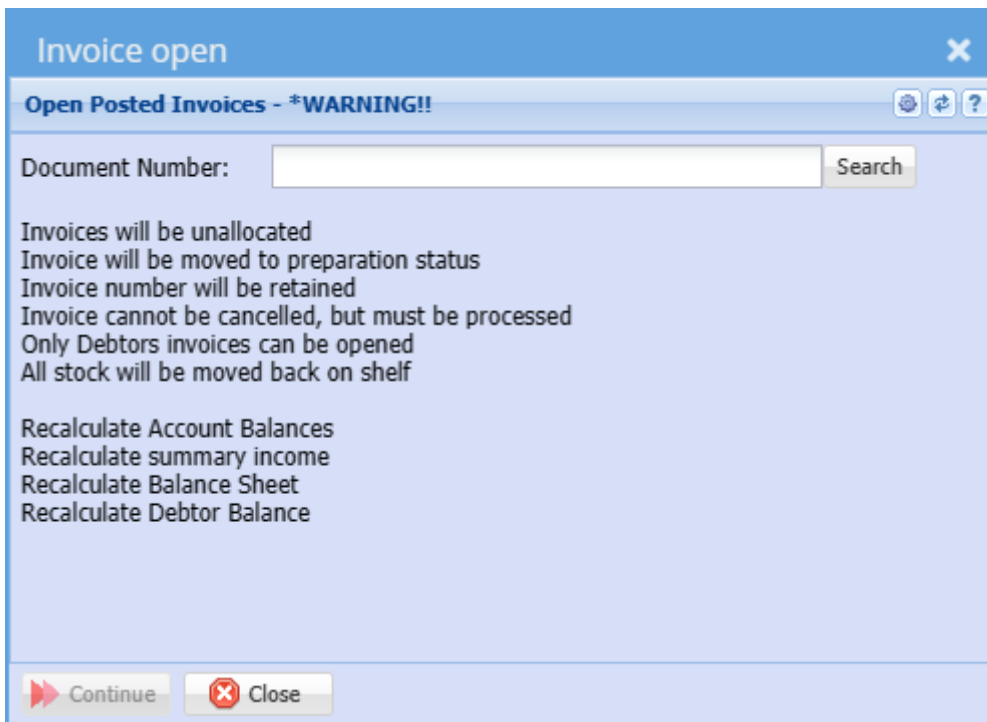
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#	Name	Short Description
1	Change customer on job	Change customer on job
2	Delete unused items	Delete unused items
3	Document transactions check	Check for posted documents without transactions
4	Due Date	Update transaction due dates
5	Invoice open	Invoice open
6	Last Payment	Update Last Payment
7	Merge customers	Merge customers
8	Recalculate Balance Sheet	Recalculate Balance Sheet totals
9	Recalculate Creditor Balance	Recalculate Creditor Balance
10	Recalculate Debtor Balance	Recalculate Debtor Balance
11	Recalculate Pricing Levels	Recalculate Pricing Levels for items
12	Recalculate Summary Income	Recalculate Summary Income Report
13	Transaction Date Edit	Transaction Date Edit
14	Unallocate/Allocate Debtors	Unallocate/Allocate all transactions for debtors
15	Update Account Balances	Updates Account/Period/Project Balances
16	Update inventory - Set item to true if it is a BOM	Set Item status to True if the item is a BOM compo
17	Update inventory valuation	Update the warehouse instance and warehouse items
18	Update Invoice/Credit Note item Group Code Posting	Update Group Codes on Posted Invoice/Credit Notes
19	Update Invoice/Credit Note item Stock Category Pos	Update Stock Category on Posted Invoice/Credit Not
20	Update Recurring Transaction Status	Update Recurring Transaction Status
21	Update Single Stock Valuation	Recalc Single Stock Valuation

Enter your invoice number in full

Click on Search

Click on Continue to complete



After the invoice has been re opened, find it in the Debtors Module > Activity > Invoice

This will be displayed as a preparation invoice, which can be edited and reprocessed.

The Invoice cannot be cancelled as it has reserved the invoice number. it must be processed

A copy of the invoice is kept in the back ground folders for audit purposes.

A user log is created to log who re opened an invoice and which invoice was re opened.

New transactions and stock movements will take place when processing the invoice.

Revision #2

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