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A/R Void Invoices

Daily > Accounts Receivable Invoices > Void A/R Invoices

When an outstanding receivable invoice is determined to be invalid, a void process is necessary to eliminate the receivable balance as well as the associated revenue account. The void process is intended for an invalid invoice, as opposed to a valid invoice that the customer will not pay, for which the write-off process should be used.

Void A/R Invoice

Customer ID: To select the appropriate customer, type in the long field to the right of the magnifying glass or click the magnifying glass to select the customer from the list.

Void Period: This defines what fiscal period the Void entry will post, both the elimination of the receivable and the associated income entry.

Void Date: This is an informational field for the entry's date—it defaults to today, but will be irrelevant to the period when the entry hits the financials.

Display: Click Display to show all open invoices associated with the chosen customer.

Open Invoice Balances: The applicable check box lets you choose which invoice to void. The **Select/Deselect All** checkbox at the bottom allows you to choose to void all of the current customer’s invoices.

Distributions: For each invoice, as it’s highlighted, the distribution(s) for that invoice will be displayed below in the Distributions field. As a default, all distributions will be checked to void the full invoice; however, it is possible to choose just part of the invoice to void based on the distribution checkboxes. Choosing one or more distribution checkboxes and unchecking the other boxes will void just those checked distributions as the portion of the invoice to void.

Void button: Once you’ve made all appropriate selections to void, click the Void button in the top left corner of the screen, and the system will record the Void entry.