

How To: Remove Partially Approved Purchase Invoice

Step #1

Open the '**Purchase Invoices**' view by going to the '**Accounts**' menu, then '**Purchase**'.

Find the partially approved Purchase Invoice, then click on the '**Invoice**' tab.

Type	AddressCode	Invoice#	Batch#	Date	Balance	Amount	Currency	Tax
Purchase Credit	zieg001	40 560648		21/10/2015 15:4	25.16	964.09	EUR	
Purchase Credit	zieg001	40 560648/1		21/10/2015 15:4	25.16	964.09	EUR	

Step #2

Click the '**Edit**' button in the bottom left of the screen to edit the invoice.

ChgCode	ChgDesc	FileRef	Date	ChgAmount	ChgCurrency	ChgROE	Amount	Currency
440	Handling	wi07692	21/10/2015 15:4	683.73	GBP	1.35	923.04	EUR

Step #3

Click next on the first screen to go to the 'Charges' screen.

Purchase Invoice

Header
Enter the details that define the invoice, essentially, who its from and the amount the invoice is for.

Invoice From	Type	Invoice Number	Date	Currency	ROE
zieg001	Purchase Credit	40 560648	21/10/2015	EUR	0.735294

Ziegler Expo Logistics
Boechoutlaan
107 - 1853 Strombeek-Bever,
Sales A/C: ZIEGLER -- Purch A/C: ZIEGLER
TEL: 0032 2 475 4540 -- FAX: 0032 2 475 4569
Contact:

Invoice Amount	964.09	VAT Code
VAT	0.00	S20
Invoice Total	964.09	EUR
Home Amount	708.89	GBP
Balance Remaining	25.16	

Notes

< Back **Next >** Cancel

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Step #4

Highlight the charge by single clicking, then click the '-' button (highlighted below) to delete the charge.

A confirmation box will appear asking if you would like to confirm this change, click 'Yes'.

Click 'Next' then 'Finish' to finish the invoice.

Purchase Invoice

Charges
Use "Search" to pick out job accruals to be converted into "actuals", or simply type new charges into the grid

FileRef	ChgCode	ChgDesc	Date	ChgAmount	Curr	ROE	Amt
wi07692	440	Handling	21/10/2015 15:45:49	683.73	GBP	1.35	9

Navigation icons: Previous, First, Last, Next, Refresh, Add (+), Remove (-), Checkmark, Close (X).

Search []

< Back

Total Home Amount
Invoice 708.89
Assigned 683.73

Total Vat
Invoice 0.00
Assigned 0.00

Balance 25.16

Next > Cancel

Step #5

Once the charges have been removed and the **Purchase Invoice** has been finished, the '**Delete**' button will appear in the bottom left of the screen as per the screenshot below.

Click this to delete the **Purchase Invoice** header. A confirmation message will appear asking "**Delete this empty Purchase Invoice?**", click '**Yes**' to delete.

