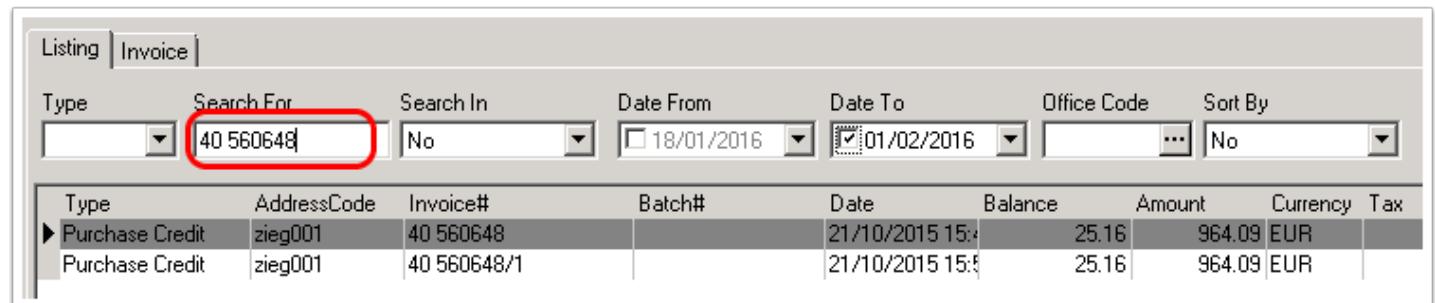


# How To: Remove Partially Approved Purchase Invoice

## Step #1

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

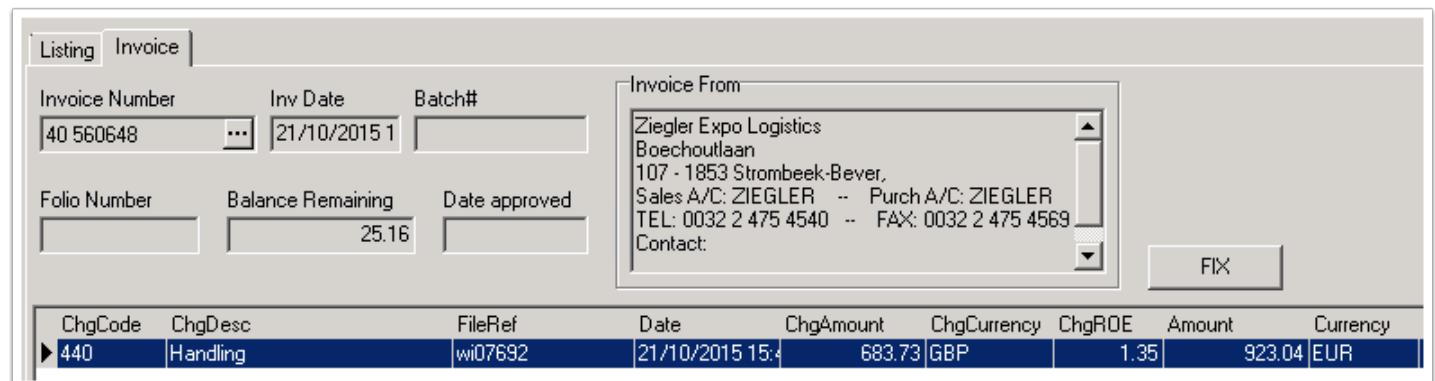
Find the partially approved Purchase Invoice, then click on the 'Invoice' tab.



Type	AddressCode	Invoice#	Batch#	Date	Balance	Amount	Currency	Tax
Purchase Credit	zieg001	40 560648		21/10/2015 15:5	25.16	964.09	EUR	
Purchase Credit	zieg001	40 560648/1		21/10/2015 15:5	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

# How To: Remove Partially Approved Purchase Invoice

## Step #3

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

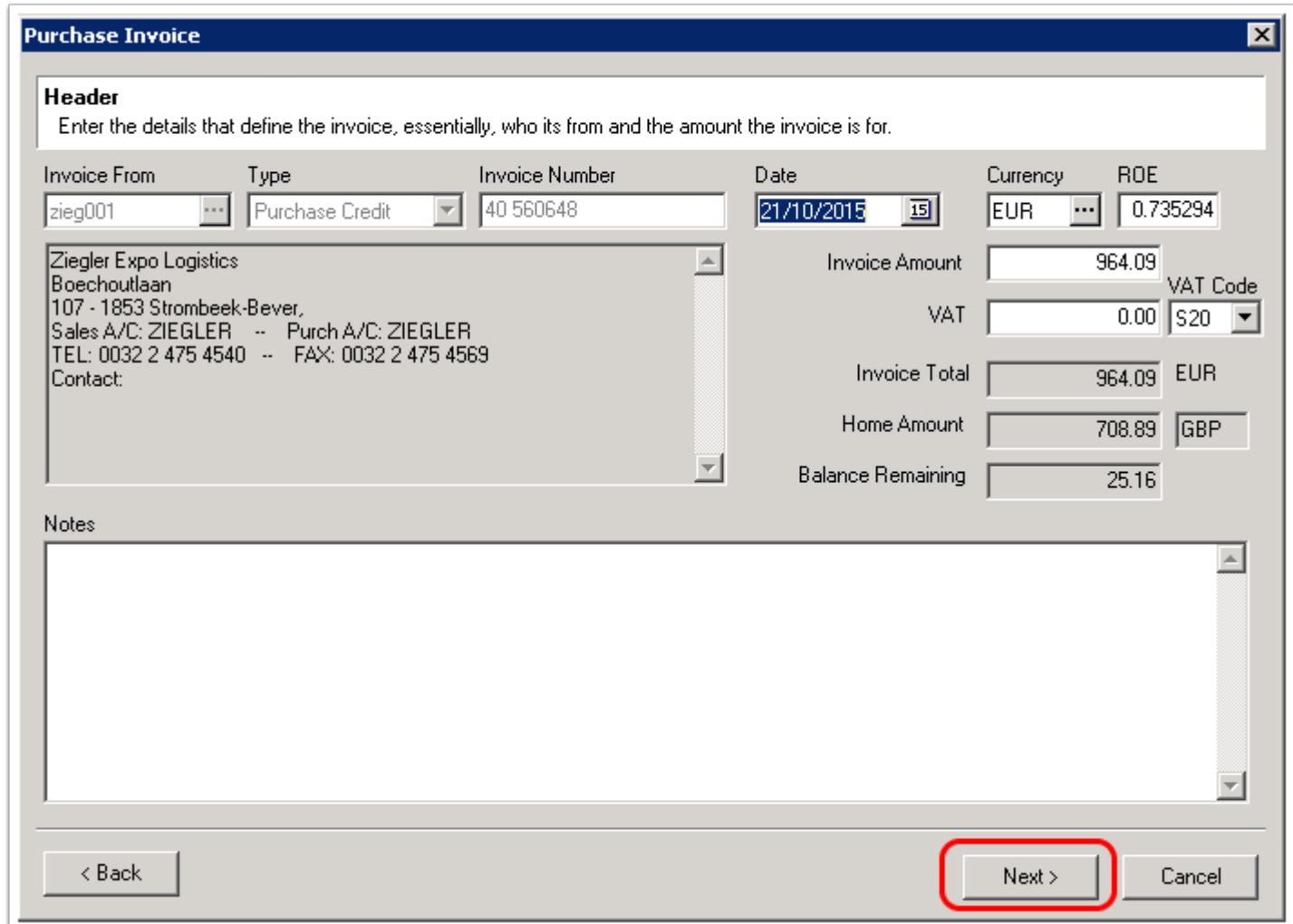
**Purchase Invoice**

**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 15	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	0.00 S20	
			Invoice Total	964.09 EUR	
			Home Amount	708.89 GBP	
			Balance Remaining	25.16	

Notes

< Back Next > Cancel



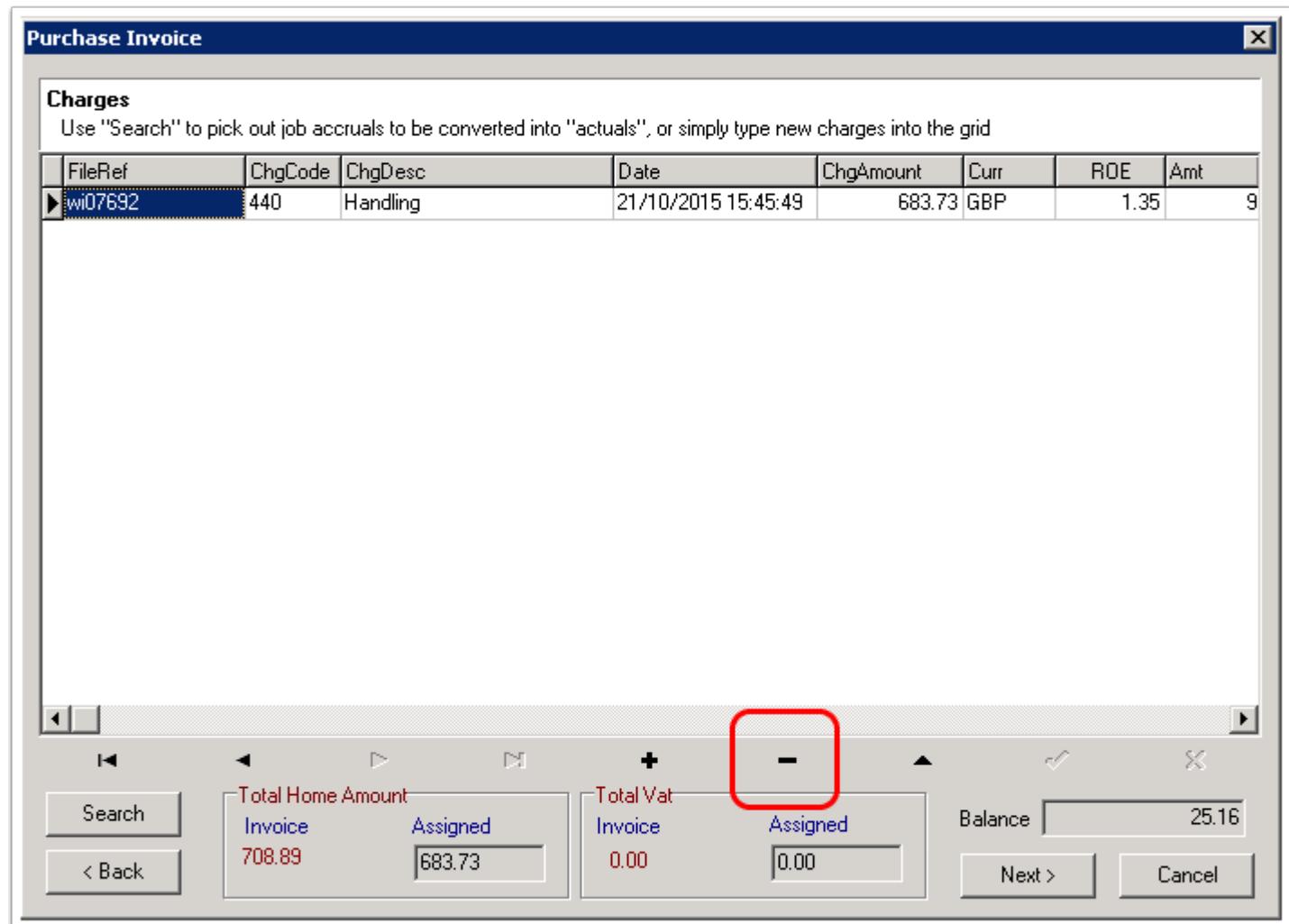
# How To: Remove Partially Approved Purchase Invoice

## 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.



# How To: Remove Partially Approved Purchase Invoice

## 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.

