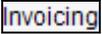
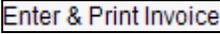


## Void Invoice Batch

Step	Action
1.	Click the <b>State of Nebraska</b> link. 
2.	Click the <b>Accounts Receivable</b> link. 
3.	Click the <b>Accounts Receivable Processing</b> link. 
4.	Click the <b>Invoicing</b> link. 
5.	Click the <b>Enter &amp; Print Invoice</b> link. 
6.	Click the <b>Standard Invoice Entry</b> link. 
7.	Type any known information about the invoice in the header or QBE line (ex. Batch Number, Document Number, etc.) 
8.	Click the <b>Find</b> button. 
9.	Choose the Document Number to void by clicking the check box next to it.  <b>Note:</b> Voiding a Document Number will not void the entire batch. Only the chosen row(s) will be voided. 
10.	Click the <b>Delete</b> button. 
11.	Click the <b>OK</b> button. 
12.	Enter the current date into the <b>Void G/L Date</b> field.  <b>Warning:</b> Be sure to change this field. The G/L Date field defaults to the original invoice entry date. If this date is in a prior month, the void can not be posted.
13.	Click the <b>OK</b> button. 
14.	Click the <b>OK</b> button. 

---

Step	Action
15.	Click the <b>Close</b> button.  <b>Note:</b> Voiding a Posted Invoice will create a batch that will need to be re-approved. 
16.	You have successfully completed this lesson. <b>End of Procedure.</b>