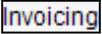


Void a Posted IBT Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounts Receivable link. 
3.	Click the Accounts Receivable Processing link. 
4.	Click the Invoicing link. 
5.	Click the Enter & Print Invoice link. 
6.	Click the IBT Invoice Entry link. 
7.	Type any known information about the invoice in the header or QBE line (ex. Batch Number, Document Number , etc.) 
8.	Click the Find button. 
9.	Choose the Document Number to void by clicking the check box next to it. Note: Voiding a Document Number will not void the entire batch. Only the chosen row(s) will be voided. 
10.	Click the Delete button. 
11.	Click the OK button. 
12.	Enter the current date into the Void G/L Date field. Warning: 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 OK button. 
14.	Click the OK button. 

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