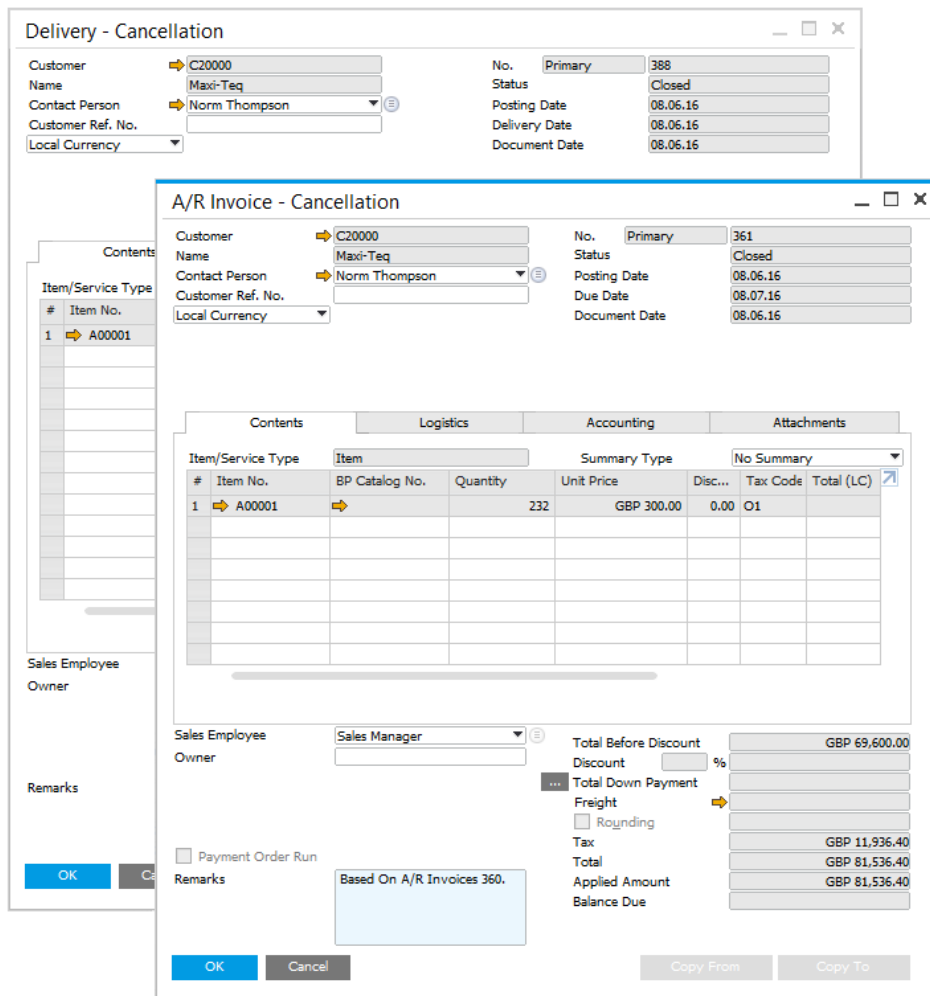


Cancelling Documents Gets Easier

It happens to everyone. You create a marketing document but instead of saving it as draft or adding another row or an attachment, you click the “Add” button and add the document in to the company database. Oops. Depends on the document type, you have to go through entire cancellation process.

Well, not really. We have good news for you! SAP Business One allows you to cancel any document on the fly – yes, even A/R invoice or delivery.

Just display the document you have added by mistake and choose the option “Cancel” from the context menu. SAP Business One creates automatically a cancellation document as well as respective journal entry to reflect the cancellation.



The screenshot shows two overlapping SAP Business One windows. The top window is titled "Delivery - Cancellation" and the bottom window is titled "A/R Invoice - Cancellation".

Delivery - Cancellation Window:

- Customer: C20000
- Name: Maxi-Teq
- Contact Person: Norm Thompson
- Customer Ref. No.: [Empty]
- Local Currency: [Dropdown]
- No.: Primary 388
- Status: Closed
- Posting Date: 08.06.16
- Delivery Date: 08.06.16
- Document Date: 08.06.16

A/R Invoice - Cancellation Window:

- Customer: C20000
- Name: Maxi-Teq
- Contact Person: Norm Thompson
- Customer Ref. No.: [Empty]
- Local Currency: [Dropdown]
- No.: Primary 361
- Status: Closed
- Posting Date: 08.06.16
- Due Date: 08.07.16
- Document Date: 08.06.16

The A/R Invoice window also features a table with the following data:

Item/Service Type	Item	Summary Type	No Summary			
# Item No.	BP Catalog No.	Quantity	Unit Price	Disc...	Tax Code	Total (LC)
1 A00001		232	GBP 300.00	0.00	O1	

At the bottom of the A/R Invoice window, there is a summary section:

- Sales Employee: Sales Manager
- Owner: [Empty]
- Total Before Discount: GBP 69,600.00
- Discount: %
- Total Down Payment: [Empty]
- Freight: [Empty]
- Rounding: [Empty]
- Tax: GBP 11,936.40
- Total: GBP 81,536.40
- Applied Amount: GBP 81,536.40
- Balance Due: [Empty]

Buttons for "OK", "Cancel", "Copy From", and "Copy To" are visible at the bottom of the windows.

To best fit this feature to your business, define the date range in which document cancellation is allowed. In addition, you can also define whether to include the cancellation documents in reports. These settings are done in Administration > System Initialization > Document Settings > General tab.

Available since SAP Business One, version for SAP HANA 9.0 and SAP Business One 9.0.