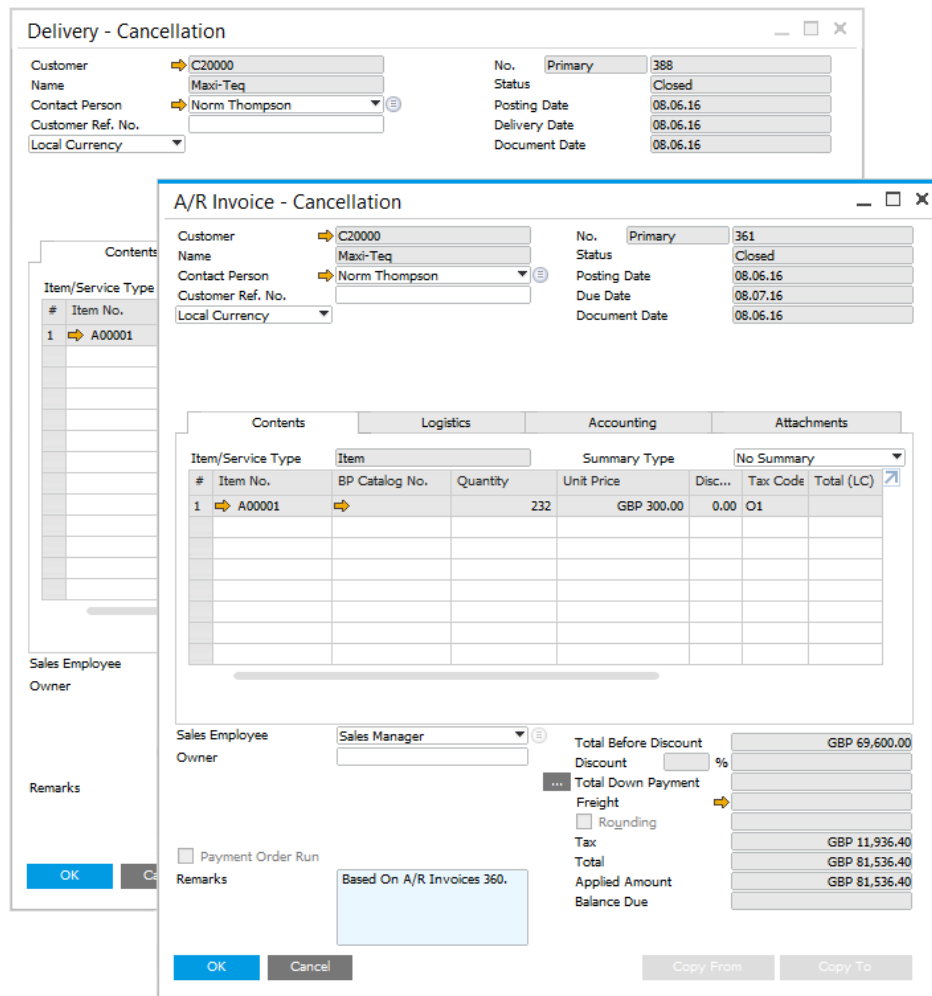


Cancelling Documents Gets Easier

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". Both windows show customer information (C20000, Maxi-Teq, Norm Thompson) and document details (No. 388 for Delivery, 361 for A/R Invoice). The A/R Invoice window includes a table with one row for item A00001 with a quantity of 232 and a unit price of GBP 300.00. The bottom right of the A/R Invoice window shows a summary table with values in GBP.

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

Total Before Discount	GBP 69,600.00
Discount	%
Total Down Payment	
Freight	
Rounding	
Tax	GBP 11,936.40
Total	GBP 81,536.40
Applied Amount	GBP 81,536.40
Balance Due	

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.