

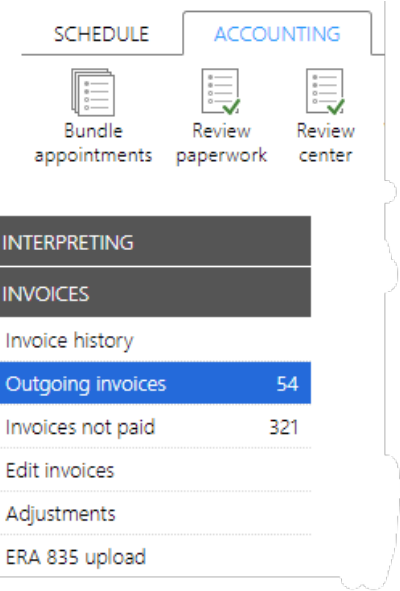
DELETE INVOICE



ScheduleInterpreter® is using the term delete invoice instead of void the invoice.

INVOICE STATUS

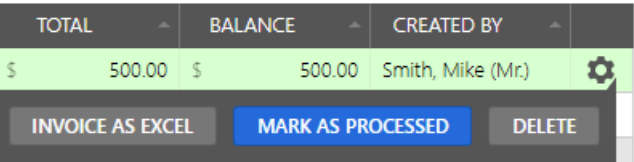
After invoice is created it is placed into Outgoing invoices section and can be located by navigating to ACCOUNTING > INVOICES > Outgoing invoices.



All invoices in Outgoing invoices section are ready to be sent to the customers and have status Not sent.

All invoice in the Outgoing invoices section can be automatically processed by ScheduleInterpreter® and sent via e-mail to the customers.

ScheduleInterpreter® provides option to print invoice for sending it using regular mail services. After invoice is printed it can be marked as processed using gear icon and **MARK AS PROCESSED** button.



Invoices marked as processed will remain on the screen until the screen is refreshed. They will also appear in the Invoice history section

DELETE INVOICE IN OUTGOING INVOICES

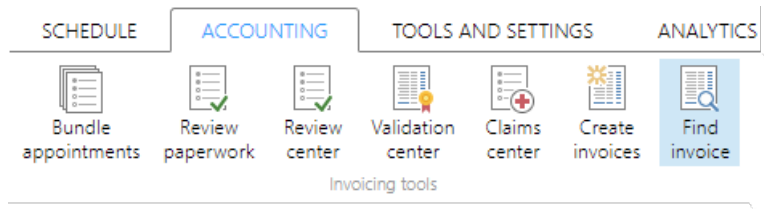
While invoice is in the Outgoing invoices section and is not flagged as processed, a **DELETE** button can be used to delete the invoice.

When invoice is marked as processed, a new button **NOT PROCESSED** is added to prevent deleting invoice that has

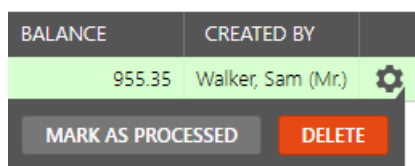
been prepared for being sent to the customer. Before deleting invoice, click on **NOT PROCESSED** button. Confirm you want to revert the status of the invoice. After the change of status, ScheduleInterpreter® will enable **DELETE** button to remove the invoice.

DELETE INVOICE USING FIND INVOICE

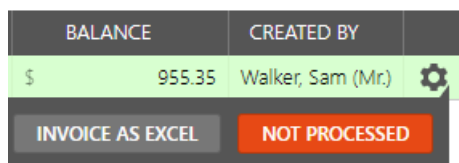
Navigate to ACCOUNTING and select Find invoice button



Use one of the tabs to locate the invoice you would like to delete. If invoice have not been sent to the customer, use **DELETE** button to remove the invoice.



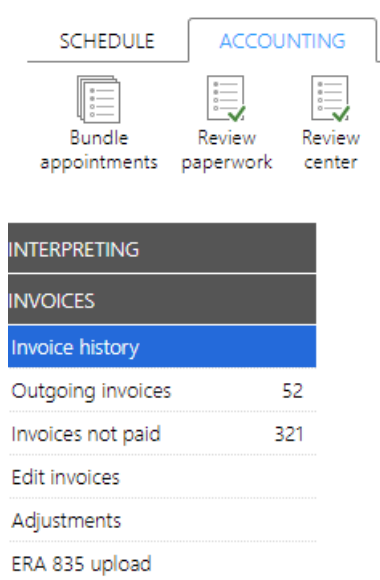
If invoice has been sent electronically or is prepared to be sent via regular mail, use **NOT PROCESSED** button to change its status.



After change of status, the **DELETE** button will be added.

DELETE INVOICE USING INVOICE HISTORY

Navigate to ACCOUNTING > INVOICES > Invoice history




Using calendar selector define the time period and click on **SEARCH** button.

START DATE  


END DATE  

When invoices are listed, locate the row with corresponding invoice.

If invoice have not been sent to the customer, use **DELETE** button to remove the invoice.

BALANCE	CREATED BY	
955.35	Walker, Sam (Mr.)	
MARK AS PROCESSED		DELETE

If invoice has been sent electronically or is prepared to be sent via regular mail, use **NOT PROCESSED** button to change its status.

BALANCE	CREATED BY	
\$ 955.35	Walker, Sam (Mr.)	
INVOICE AS EXCEL		NOT PROCESSED

After change of status, the **DELETE** button will be added.

🔗Revision #2

★Created Fri, Mar 18, 2022 2:12 PM by manual admin

✎Updated Fri, Mar 18, 2022 10:14 PM by Ana Mehdaova