

WHITE PAPER USER MANUAL FOR – INVOICE CANCELLATION

Module – Account Payables

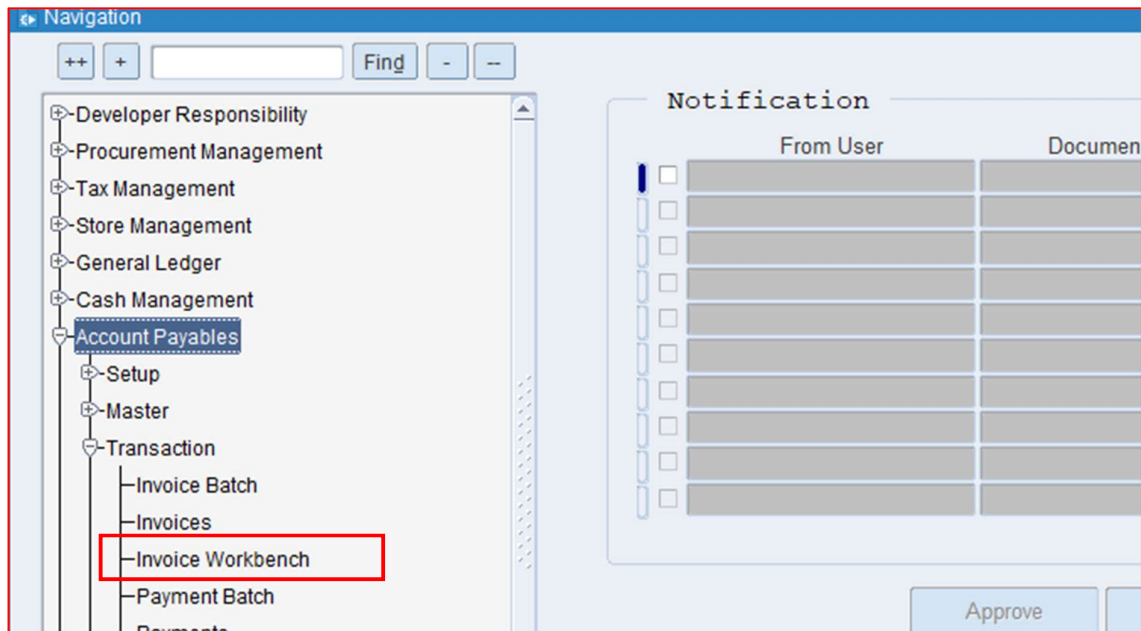
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Invoice cancellation refers to the process of nullifying or invalidating an issued invoice. This may be necessary for various reasons, such as:

1. **Errors:** Mistakes in the invoice details, such as incorrect amounts, billing information, or product descriptions.
2. **Duplicate Invoices:** Instances where the same invoice has been issued more than once.
3. **Customer Disputes:** Situations where the customer disputes the charges or services listed on the invoice.
4. **Service Changes:** Modifications to the service or product provided that require a new invoice to reflect the updated terms.

Navigation – Account Payables > Transaction > Invoice Workbench



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Invoice Workbench

Supplier Details

Name Supplier Num
 Site Payment Terms
 PO Num GRN Num

Invoice Details

OU Invoice No
 Type Currency
 Amounts - Hold
 GL Dates
 Sequence Num -
 Batch Name Batch Num

Invoice Status

Status Accounting
 Approval Payment

Put the supplier details & Invoice number.
Click on Find

Invoice Booking

Batch Control Total Batch Actual Total

Operating Unit	Invoice Type	Doc Category	PO Number	Voucher Number	Supplier Name	Supplier No	Supplier Site	Invoice Date	Invoice No	GL Date
DPF Operating Unit	Standard	AP-STD-INV		UG100212	Airtel Uganda Limited	1002	AUL-Kampala	12-AUG-2024	stand1	12-AUG-2024

Summary

Basic Amount
 Prepayment Applied
 Tax
 Total

TDS Amount
 Amount Paid Pending Amount

Description

Status

Status
 Accounted
 Approval
 Invoice Holds
 Payment Holds

Click on Cancel

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Invoice Booking

Batch Control Total 0 Batch Actual Total 0

Operating Unit	Invoice Type	Doc Category	PO Number	Voucher Number	Supplier Name	Supplier No	Supplier Site	Invoice Date	Invoice No	GL Date
DFF Operating Unit	Standard	AP-STD-INV		UG100212	Airtel Uganda Limited	1002	AUL-Kampala	12-AUG-2024	stand1	12-AUG-2024

General Lines Hold View Payments Scheduled Payments View Prepayment Application

Summary

Basic Amount 55000

Prepayment Applied 0

Tax 0

Total 55000

TDS Amount 0

Amount Paid 45000 Pending Amount 10000

Description

Status

Status Cancelled

Accounted Accounted

Approval

Invoice Holds

Payment Holds

Validate Create Accounting Tax All Distribution Match Apply/Un-Apply Prepayment Cancel

The invoice has been cancelled.

XX END XX