

Operations Process Invoice Deletions

The purpose of this program is to delete Operations vendor invoices from the system that have been accrued and/or paid. A corresponding journal entry is generated at the end of this function to reverse the accrual or payment.

1. From A/P Operations select Option 2 Daily Menu. Press Enter.
2. From menu POMEN2 select Option 5 Process Invoice Deletions. Press Enter.

```
Menu: POMEN2           Accounts Payable Operations           User ID: VALGPHQ
3/08/16 10:51:45           Daily Processing

      1. Purchase Orders menu
      2. Invoices menu
      3. Checks menu
      4. Prepaid Checks menu
      5. Process Invoice Deletions
```

3. Read Program Message Display. Press Enter.

```
PROGRAM MESSAGE DISPLAY                               3/08/16  10:52:35

THE PURPOSE OF THIS PROGRAM IS TO DELETE VENDOR INVOICES FROM THE SYSTEM
WHICH HAVE BEEN ACCRUED OR PAID.  A CORRESPONDING JOURNAL ENTRY IS
GENERATED AT THE END OF THIS FUNCTION TO REVERSE THE ACCRUAL OR PAYMENT
ENTER TO CONTINUE

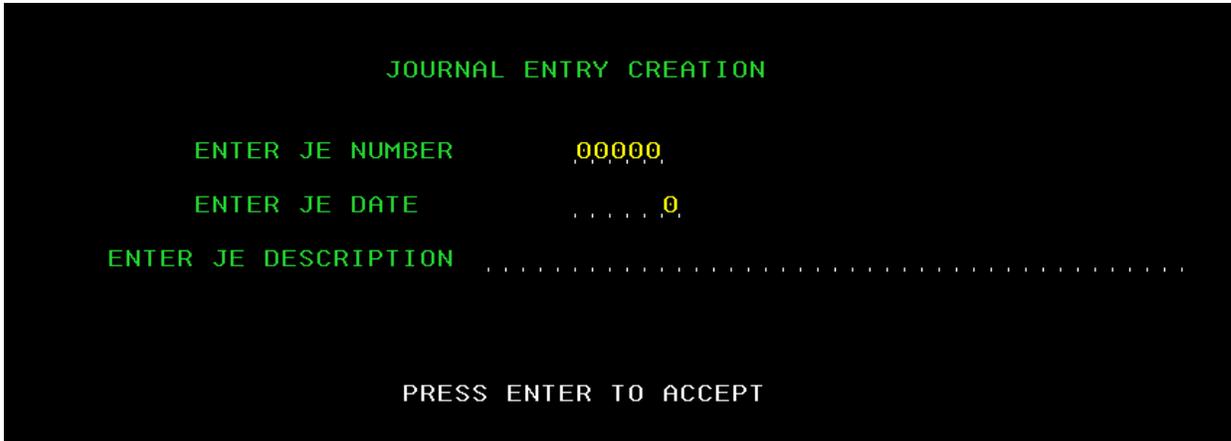
Enter Reply _____
```

4. Enter the Vendor Number and Invoice Number. Press enter to confirm.

```
3/08/16           Accounts Payable Deletions           VALGPHQ
11:07:49

Vendor Number    .....0
Invoice Number   .....
```

- 5. Press F3=Exit
- 6. Since these invoices have already been accrued/paid, a journal entry (JE) will be needed in order to back it out of the G/L accounts appropriately. Enter JE number, JE date, and JE description.



- 7. Press Enter to accept
- 8. Press F7 to continue
- 9. The invoice is changed to D status and report AP008D01 A/P Deletions is generated.

Create a new invoice if warranted.