

## **H. To Remove Invoice From Payables**

- a.** Open Dynamics SL Menu
- b.** Choose Accounts Payable
- c.** Select Screens
- d.** Select Voucher & Adjustment
- e.** Click on TYPE BOX and select DEBIT ADJUSTMENT.
- f.** Enter VENDOR ID, INVOICE #, INVOICE DATE, AND INVOICE AMOUNT as it appears on check to be voided.
- g.** Click on APPLY ADJUSTMENT, click empty box and F3---highlight REFERENCE NUMBER in box – OKAY.
- h.** Tab down to grid and enter information in ACCOUNT BOX, INVOICE QUANTITY (type “1”), INVOICE UNIT PRICE (type in total amount), also in INVOICE EXT PRICE.
- i.** Tab to TRANSACTTION DESCRIPTION BOX type in “VOID CHECK NUMBER \_\_\_\_\_”.
- j.** Type total amount in CONTROL BOX
- k.** Click arrow on HANDLING BOX select RELEASE NOW, CLOSE, YES (file reports with AP reports for that month).