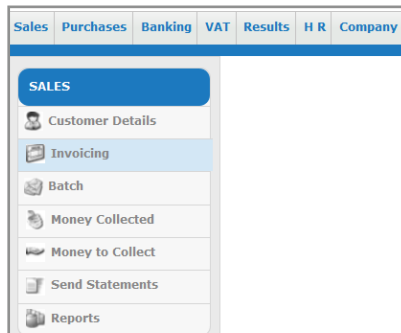


## Edit or Delete a Sales Receipt

This help document will show you how to edit or delete a sales receipt on Liquid Accounts.

Select the **Sales** menu tab at the top of the screen and then choose the **Invoicing** menu option.



Ensure you have the correct customer selected. If not, use the search function at the top of the screen to select the correct one. Find the sales receipt that you wish to edit in the list. Click on the sales receipt number.

Search: <input type="text" value="AB1"/> <input type="button" value="Ashflow"/>		Year end: 20 Dec 2011					
<input type="button" value="New Invoice"/> <input type="button" value="Allocate"/> <input type="button" value="Statement"/>				Page size: 50			
Date	Our inv no	Their ref	Source	Debit	Credit	Balance	Status
21 May 2010			SO	10.99		10.99	
29 Jun 2010	<u>30</u>		SI	117.50		128.49	Paid
29 Jun 2010	<u>20100629 145124/</u>		SR		117.50	10.99	Allocated
19 Jul 2010	<u>40</u>		SI	29.38		40.37	Paid
19 Jul 2010	<u>20100719 140908/</u>		SR		29.38	10.99	Allocated
28 Jul 2010	<u>48</u>		SI	70.50		81.49	Paid
31 Jul 2010	<u>20100731 173326/</u>		SR		81.49	0.00	Allocated
6 Aug 2010	<u>53</u>		SI	11.75		11.75	Paid
2 Sep 2010	<u>201</u>		SI	470.00		481.75	Paid
2 Sep 2010	<u>202</u>		SI	235.00		716.75	Paid

Depending on whether the receipt has had invoices allocated to it or not will then depend how the next screen will look.

The example below shows a receipt with no invoices allocated against it and therefore the receipt can be fully edited by pressing the **Edit** button, or deleted by pressing the **Delete** button.

Details		Invoices allocated/matched	
ID	232	This receipt has not been matched or allocated to any invoices	
Year end	20 Dec 2011	On account	
Period	2	There are no amounts on account for this	
Account code	BANK01		
Customer code	EX1		
Name	Excel Corp.	FX Entries	
Date	2 Jul 2010	No entries for this reference	
Detail	Receipt	<input type="button" value="Delete FX entries"/>	
Currency	£		
Currency amount	70.00		
Exchange rate	1		
Net	70.00		
PaidRef	8 Nov 2010		
Paid	70.00		
Reconciled date	8 Nov 2010		
<input type="button" value="Edit"/> <input type="button" value="Delete"/>			

If you chose to edit it, you can now make any changes you need to. Press the **Save** button to save the changes.

Details	
ID	232
Year end	20 Dec 2011
Period	2
Account code	BANK01
Customer code	EX1
Name	Excel Corp.
Date	2 Jul 2010
Detail	Receipt
Currency	£ Pound
Currency amount	70.00
Exchange rate	1
Net	70.00
PaidRef	8 Nov 2010
Paid	70.00
Reconciled date	8 Nov 2010
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

## Editing or Deleting a Sales Receipt with invoices allocated against it

If the sales receipt has had invoices allocated against it, they will be shown on the right-hand side of the screen. You can still edit elements of the sales receipt such as date and bank account by pressing the **Edit** button, making your changes and then pressing the **Save** button. If you wish to edit any other aspect of the sales receipt, or to delete it, you will firstly need to un-allocate these invoices from the sales receipt. In order to un-allocate the invoices, press the **Unmatch Invoices** button.

SALES RECEIPT FOR 20100629 145124/ ON ACCOUNT AB1 Close

[Audit](#)

Details		Invoices allocated / matched				
ID	221	<b>Date</b>	<b>Inv no</b>	<b>Net</b>	<b>Paid</b>	<b>Curr</b>
Year end	20 Dec 2011	29 Jun 2010	30	117.50	117.50	117.50
Period	1			<b>117.50</b>	<b>117.50</b>	<b>117.50</b>
Account code	BANK01	<b>Unmatch invoices</b>				
Customer code	AB1	On account				
Name	Ashflow	There are no amounts on account for this				
Date	29 Jun 2010	FX Entries				
Detail	Receipt	No entries for this reference				
Currency	£	<b>Delete FX entries</b>				
Currency amount	117.50					
Exchange rate	1					
Net	117.50					
PaidRef	8 Nov 2010					
Paid	117.50					
Reconciled date	8 Nov 2010					

**Edit** **Delete**

Once the **Unmatch Invoices** button has been pressed, the screen will update and it should show no allocated invoices.

The receipt can now be edited or deleted.

## Sales Receipts that have been Bank Reconciled

If a sales receipt has been bank reconciled, when you try and edit or delete it a warning box will appear. You will need to go out of this screen and into **Check my statements** and un-reconcile the transaction before the system will allow you to edit or delete it.