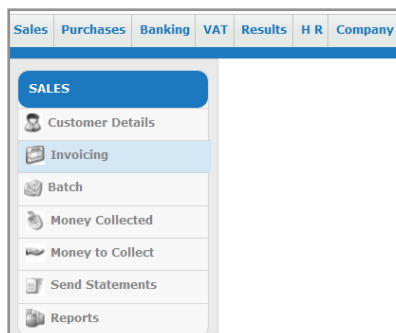


## Reset a Sales Invoice

This help document will show you how to reset a sales invoice on Liquid Accounts. If you have pressed the **Complete** button on a sales invoice, the system will not allow you to delete or edit the invoice. If you are logged into Liquid Accounts as an administrator, you can wind-back the status of an invoice so that it is no longer complete, enabling you to edit or delete it.

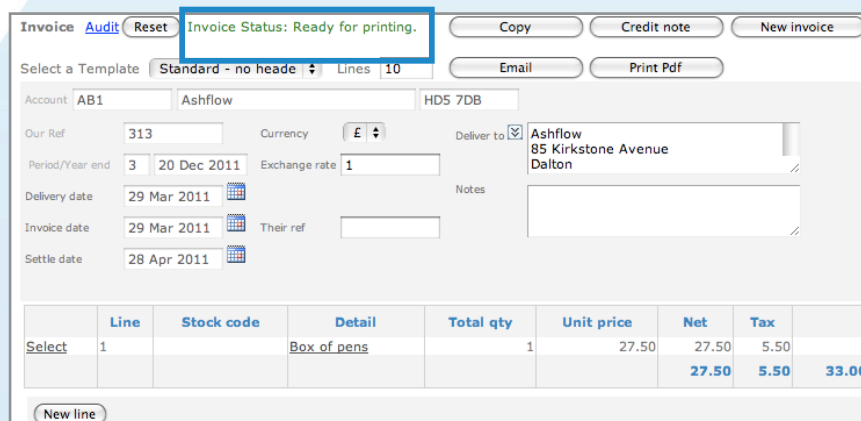
Select the **Sales** tab then the **Invoicing** button.



Select the invoice to be reset by clicking on the number. Alternatively, if you know the invoice number, enter the number into the **Find** box and press the **Invoice** button.

Date	Our inv no	Their ref	Source	Debit	Credit	Balance	Status
21 May 2010			SO	10.99		10.99	
29 Jun 2010	<b>30</b>		SI	117.50		128.49	Paid
29 Jun 2010	20100629 145124/		SR		117.50	10.99	Allocated
19 Jul 2010	40		SI	29.38		40.37	Paid
19 Jul 2010	20100719 140908/		SR		29.38	10.99	Allocated
28 Jul 2010	48		SI	70.50		81.49	Paid
31 Jul 2010	20100731 173326/		SR		81.49	0.00	Allocated
6 Aug 2010	53		SI	11.75		11.75	Paid
2 Sep 2010	201		SI	470.00		481.75	Paid
2 Sep 2010	202		SI	235.00		716.75	Paid

The invoice needs to be reset if the invoice status says **Ready for Printing** or **Printed**.



Line	Stock code	Detail	Total qty	Unit price	Net	Tax	
Select 1		Box of pens	1	27.50	27.50	5.50	
					<b>27.50</b>	<b>5.50</b>	<b>33.00</b>

To reset the invoice press the [Reset](#) button.

Invoice [Audit](#) [Reset](#) Invoice Status: Ready for printing. [Copy](#) [Credit note](#) [New invoice](#)

Select a Template [Standard - no header](#) Lines [10](#) [Email](#) [Print Pdf](#)

Account [AB1](#) [Ashflow](#) [HD5 7DB](#)

Our Ref [313](#) Currency [£](#) Deliver to  [Ashflow](#)  
[85 Kirkstone Avenue](#)  
[Dalton](#)

Period/Year end [3](#) [20 Dec 2011](#) Exchange rate [1](#)

Delivery date [29 Mar 2011](#) Notes

Invoice date [29 Mar 2011](#) Their ref

Settle date [28 Apr 2011](#)

Select	Line	Stock code	Detail	Total qty	Unit price	Net	Tax
	1		Box of pens	1	27.50	27.50	5.50
						<b>27.50</b>	<b>5.50</b>
							<b>33.00</b>

[New line](#)

Untick the [Printed](#) and [Completed](#) check boxes and then press [Save](#). Once the changes have been saved press the [Go to invoice](#) button and it will take you back to the invoice.

Ledger [Sales](#) Invoice number [313](#)

ID	<a href="#">209</a>
Printed	<input type="checkbox"/>
Completed	<input checked="" type="checkbox"/>

[Update](#) [Cancel](#)

[Go to invoice](#)

The invoice status should now be [Being created](#). You can now delete or edit any of the lines by selecting the [Delete](#) or [Select](#) hyperlinks respectively.

Invoice [Audit](#) [Reset](#) [Status: Being created.](#) [Copy](#) [Credit note](#) [New invoice](#)

Select a Template [Standard - no header](#) Lines [10](#) [Complete](#)

Account [AB1](#) [Ashflow](#) [HD5 7DB](#)

Our Ref [313](#) Currency [£](#) Deliver to  [Ashflow](#)  
[85 Kirkstone Avenue](#)  
[Dalton](#)

Period/Year end [3](#) [20 Dec 2011](#) Exchange rate [1](#)

Delivery date [29 Mar 2011](#) Notes

Invoice date [29 Mar 2011](#) Their ref

Settle date [28 Apr 2011](#)

[Update header only](#)

Select	Line	Stock code	Detail	Total qty	Unit price	Net	Tax
<a href="#">Select</a>	1		Box of pens	1	27.50	27.50	5.50
						<b>27.50</b>	<b>5.50</b>
							<b>33.00</b>

[Delete](#)

[New line](#)