Reset Purchase

Overview:

If the Purchase Invoice has been exported to your accounting system it will need to be deleted in MYOB/QuickBooks. If a payment has been made against the invoice the payment will need to be deleted before the user can delete the invoice. This can be done before or after the invoice has been reset, but before the purchase invoice is again exported to either MYOB or QuickBooks.

From the OPTO ribbon, select the 'Purchasing' tab and **click** on the 'Purchase Invoice' icon. **Click** in the **Order No** field and **press** <**F2**> and select the order from the pop-up list then **click** on <u>OK</u>. **Click** in the **Export No** field and **press** <**Backspace**> then **click** in the **Delivery Doc** field and **press** <**Backspace**> again, if the USER comes across a field that won't clear, it is meant to stay, continue as necessary. **Press** <**TAB**> to advance to the **Y/N** field, **press** <**Backspace**> and type in "No". Repeat as necessary for other lines.

NOTE: Make a note of the Export number, this will make it easy to find in MYOB or QuickBooks for deleting.

File New	HOME CONTACTS RESOURCES INVENTORY QUOTES PURCHASING ORDERS JOBS/SCHEDULING INVOICING QUAL Save Copy S Cut Paste Edit Purchase Image: Copy Purchase Delivery Purchase Image: Copy Purchase I	TY Issue for Job
	Clipboard Purchase Invoice (GST) Order No: Supplier Code: Supplier Name: Div: Currency: 8170 BOBBEAR Bob's Bearing Supplies 1 Use Client Order Terms: C.O.D Show Div line Outstanding Deliveries	
	Material T U Description Job Tic Job City Act City Unit Price Tax Total Unit Due Date Acc 1 00-000-000 M EA substitute material .0000 1.0000 5.0000 6 5.00 08/02/19 5-1200 2 FREIGHT M for delivery 1 .0000 1.0000 90.0000 2 90.00 05/02/19	
	Total (Excl): \$95.00 Tax: \$42.35 Total (Incl): \$137.35 Delivery Doc Del Date Y/N Invoice No Inv Date Inv Calc Exc Amt Tax Amt Tot Amt Session E-Job Exp ort Exp Date test 05/02/19 05/02/19 Inv Calc Exc Amt Tax Amt Tot Amt Session E-Job Exp ort Exp Date	
	Fully Delivered No Invoices Calculated Invoice Total Excl: \$.00 Entered Total Excl: \$.00 Image: Calculated Invoice Total Excl: \$.00 Image: Calculated Invoiced	

Press <**F9**> to save and close the window.

Click on the 'Purchase Delivery' icon - enter the purchase invoice number or **press <F2>** and select the invoice for the pop-up list and then **click** on <u>OK</u>. **Click** <u>OK</u> to any pop-up messages, enter an employee number and **press <TAB>**.

ew Save Clipboard	py t New te Purchase	Edit Purchase Delivery Purchase Print	Purchase Invoice Purchase Orders	Purchase Outstanding	Material Auto Order	Sub Contract Purchase	Material Issue
Material Delive Order No: 8170	Supplier Code: BOBBEAR	Emp Name:	VES				• •
05/02/2019 No. Dels:	ABC-123 WC:	All Received			K	Select 💿	Reset

Click on the 'Reset' button (circled above) and agree to any messages and then close the window. **Click** on the 'Edit Purchase Order' icon and make the necessary adjustments. Complete the material delivery and purchase invoice as normal.