

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 **OK**. **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.

Material	T	U	Description	Job Tic	Job Qty	Act Qty	Unit Price	Tax	Total Unit	Due Date	Acc
00-000-000	M	EA	substitute material		.0000	1.0000	5.0000	6	5.00	08/02/19	5-1200
FREIGHT	M		for delivery 1		.0000	1.0000	90.0000	2	90.00	05/02/19	

Delivery Doc...	Del Date	Y/N	Invoice No	Inv Date	Inv Calc	Exc Amt	Tax Amt	Tot Amt	Session	E-Job	Exp ed	Export ...	Exp Date
test	05/02/19				95.00						No		

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 **OK**. **Click OK** to any pop-up messages, enter an employee number and **press <TAB>**.

No.	Material Code	Add Heat No	Del Qty	To Stock	Info/Lot	Job No	Description	Unit Price	D
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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.