

## 3.6 REVOKING AN ACQUISITION PROCEDURE

You can revoke an acquisition procedure if a delivery note has already been closed, regardless of the invoice status or whether an invoice has already been entered or not.

### **Precondition**

The status of the item of a delivery note or an invoice must be *received*. The accession number has not yet been defined for fields 996.

### **Procedure**

1. In the **Item received** class, find and select the item of a delivery note or an invoice.

2. Select the **Object / Revoke acquisition procedure** method.

A window will open, where you can click the **Yes** button to confirm the revoking of the acquisition procedure.

The **List** window will open. Copies are in the "Selected" list.

3. In the "Selected" list, highlight the copy the acquisition of which you do not wish to revoke, and transfer it to the "Unselected" list by using the **Remove** button.

4. Click the **OK** button.

A window will open containing a question whether you wish to prepare an order cancellation for the selected copies. If you do, click the **Yes** button.

Then the following procedures will be performed automatically:

- invoice payment will be deleted (see chapter 3.5.9.2)
- the delivery note will be removed from the invoice (see chapter 3.5.4)
- receipt of selected copies under the item of a delivery note or an invoice will be deleted (see chapter 3.4.5.1)
- selected copies will be deleted from the table of copies under the item of a delivery note or an invoice (see chapter 3.2.1.2.1)
- if requested, also order cancellation for selected copies under the order item will be performed, whereby fields 996 will be deleted (see chapter 3.2.13.2)
- the delivery note will be added to the invoice again (see chapter 3.5.3)

### **What to do next**

Check and re-close the invoice, record sending the invoice to the accounting department and pay the invoice.