

## Removing Invoices in Open Invoice Files

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*File these instructions in the MACS Software User's Manual*

### Requirements

*Operating System:* any  
*MACS Version:* 3.5 or higher  
*MACS Modules:* Commission  
*Menu Path:* [8.5]

### Situation

Invoices are present in the Open Invoice file. User wants to delete them.

### Solution

To clear the duplicate invoice and adjust the overstatement of sales:

1. Follow the steps found in the User's Manual, Section 8.5 under the Sales Administration Heading and perform a Commission Reconciliation. A list of invoices will be shown on the screen.
2. Select the invoice to be deleted.
3. You will see the following prompt:

```
ENTER AMOUNT REC'D <F1>IF CORRECT <F7> CORRECT & GET NEXT
```

5. The cursor will be at the commission amount field. Continue pressing <F3> until the cursor is at the Sales Amount field.
6. Enter 0 as the sales amount and 0 as the commission amount. MACS will create an adjusting entry to offset the original invoice for sales and commission earned, and invoice will be cleared from the Open Invoice file.

When sessions have been added to Month To Date, print [7.9] INVOICE AUDIT LISTING. The negative sales and commission amounts will be included with the accumulated Sales Invoice entries for the current process month.