Yardi Developments Procedures Guide

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Contents

PAYABLES ............................................................................................................................................................................... 3
Vendor Overview ................................................................................................................................................................ 3
Vendor Lookup ............................................................................................................................................................... 3
Adding a New Vendor .................................................................................................................................................. 5
Vendor Ledger ................................................................................................................................................................ . 8
Payables Batch Processing ............................................................................................................................................ 10
Create Payable Batch .................................................................................................................................................. 10
Invoice Entry .................................................................................................................................................................. 10
Distribute Payable Function ...................................................................................................................................... 12
Recording Manual Checks, Wires, Electronic Payments from Invoice .................................................. 13
Edit / Review / Post Payable Batch ...................................................................................................................... 14
Batch Errors ................................................................................................................................................................... 16
Review Payable ............................................................................................................................................................. 16
Reversing Payables ..................................................................................................................................................... 17
Pay Retention ................................................................................................................................................................ 19
Check Writing ..................................................................................................................................................................... 20
Setup .................................................................................................................................................................................. 20
Approve Payables ........................................................................................................................................................ 20
Process Checks ............................................................................................................................................................ 21
Rewrite Checks ............................................................................................................................................................. 23
Review Check ................................................................................................................................................................ . 24
Void Check ........................................................................................................................................................................... 25
**PAYABLES**

It will be the Property Manager’s responsibility to perform the accounts payable function of vendor set up, entering invoices for payment, and cutting/signing checks. This section provides a tutorial of the accounts payable function.

**Vendor Overview**

The Vendor screen in Voyager is used to store all vendor related data such as name and address, 1099 information, discount and payment terms. A vendor must be created for any company or individual who will receive a payment out of the system. Each Vendor will maintain their own detailed ledger of payments, credits and adjustments. Vendors may be shared across properties or limited to a single property.

**TIP:** Prior to setting up a new vendor, make sure that the vendor does not already exist by performing a vendor lookup, searching by company name or other information provided on the W-9 form.

**IIT Tip:** An additional “IIT” vendor needs to be set up to be used as the remittance address on Tenant Billing Statements.

**Vendor Lookup**

Use the review vendor filter to access a single vendor record, a group of vendors, or all vendors. To review the vendor listing or to search for a specific vendor by name, address or other criteria, select:

**Payables>Vendor>Review Vendor**

![Example of Review Vendor Filter](image)
Lookup Options:
- To view all vendors, click the CLEAR button on the filter, and then click SUBMIT.
- To view vendors by name, enter all or part of the name in the Last Name field. For example, “depot” will locate Office Depot; Home Depot, etc.
- Vendors can be filtered by City, Zip Code, Telephone Number, etc. by entering all or part of the information in the filter field.
- To search for a specific vendor before submitting the request, click the Vendor link to view the lookup list.

To select a vendor or vendors, click the checkbox next to the vendor code. Click OK.

To view more records (in a long list of results) in the alphabetical listing, scroll to the bottom of the list, then click the MORE button.

To close the list and return to the filter, click the CLOSE button.

TIP: The search text entered in fields 1, 2 or 3 will search for any vendors BEGINNING with the text entered. For example, “Smith” will automatically return vendors such as “Smith Brothers” and “Smith & Sons”, but will NOT return results for “Cohen, Smith and Turner Associates”. To locate a vendor CONTAINING Smith anywhere in the name, use the asterisk (WILDCARD SEARCH) before the search text, for example: “Smith”.

To search by other criteria, such as insurance expiration date, notes, federal tax id number, enter the data into the appropriate search field on the filter, then click submit. For example to search on Federal ID, enter the Vendor’s Tax ID number in the Tax ID field.

Click SUBMIT.
Adding a New Vendor

**Payables>Vendor>Add Vendor**

**DATA ENTRY STEPS:**

- Enter the **Vendor Code** using coding convention policy at left.
- Enter the **Vendor Name**. In the case of an individual, enter the last name; otherwise enter the business name.
- Enter the **Vendor Address**, including City, State, and ZIP Code.
- Enter at minimum one **Telephone Number** for the vendor.
- Enter additional telephone numbers and **Email Address** if available.
- Check the **Consolidate** flag to write a single check for multiple open invoices.
- Enter expiration dates for **Workers Compensation** and **Liability Insurance** certificates.
- For vendors receiving 1099 forms, fill out the **Tax Information** section from the current W-9 form.
  - Gets 1099
  - Tax Identification Number
  - Federal Tax Name
- Enter any applicable **Notes** for the vendor (optional)
- Check “Contractor” check box to withhold retentions
- Click **SAVE**
Enter Vendor’s Insurance Requirements

**TIP:** If insurance is expired, an invoice can be entered, but a check will not process until the insurance information is updated.

**DATA ENTRY STEPS:**

- To enter or update the insurance certificate expiration, click on the **Vendor Insurance** link from the Vendor screen.

  ![Example of Vendor Screen]

- The Insurance screen will open:

  ![Example of Insurance Screen]

  **Type:** Select from drop down
  
  **Expiration Date:** Enter the expiration date
  
  **Compliant:** Select Yes or No
  
  Complete all additional fields as appropriate
  
  Click **SAVE**
  
  Click **New** to create additional records and repeat steps as needed, or click **Close** when complete.
Vendor Screen Navigation

**Vendor List** | **Vendor Screen** | **Vendor Data Links**
---|---|---

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**EXAMPLE OF VENDOR SCREEN WITH VENDOR LIST AT LEFT**

Vendor Navigation Tips:
- Click a vendor code/name on the vendor list on the left to load it to the screen
- To edit information on the vendor screen, click directly in the field and enter the information.
- Click SAVE to save any changes made to the vendor information screen
- Click NEW to add a new vendor.

**TIP:** Not all users will have the ability to add or edit vendor information.

Vendor Data Links:
- **Attachment** To add attachments to the selected vendor
- **Memo** To add memos to the selected vendor.
- **Ledger** To print vendor ledger to the selected vendor.
- **Prop List** View / Add properties codes to the selected vendor for vendor/property security

To quickly return to the Vendor Filter from the Vendor screen and change your search, click the BACK button in Internet Explorer.

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**EXAMPLE OF INTERNET EXPLORER BACK BUTTON**

To exit the Vendor screen completely, click the **Home** link.
To switch between the menu and the lookup list, click the Menu/Search Results tab found on the bottom of the vendor list.

**Vendor Ledger**

To view a list of payables for the vendor, click the Ledger link found under the Data/Reports heading on the right side of the Vendor screen.

**EXAMPLE OF VENDOR LEDGER REPORT**

Printing the Ledger:

- Right click on the ledger, and then click PRINT.
- Choose the desired printer from the pick list and click Print.
Viewing transactions from the ledger:

To drill down to payable transaction detail, click the Tran# link on the ledger report. Drill down to the check record from the payable screen by clicking the Chk link. Click the Pay link to return to the invoice screen.

<table>
<thead>
<tr>
<th>Tran#</th>
<th>Property</th>
<th>Invoice Date</th>
<th>Account</th>
<th>Invoice Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-43501</td>
<td>tensierr</td>
<td>3/19/2003</td>
<td>5550-0000</td>
<td>8349</td>
<td>1,050.00</td>
</tr>
<tr>
<td>P-69945</td>
<td>tensierr</td>
<td>3/19/2003</td>
<td>5560-0000</td>
<td>8349 adj</td>
<td>(1,050.00)</td>
</tr>
<tr>
<td>P-69945</td>
<td>tensierr</td>
<td>3/19/2003</td>
<td>5590-0000</td>
<td>8349 adj</td>
<td>1,050.00</td>
</tr>
<tr>
<td>P-127087</td>
<td>6016-sac</td>
<td>11/23/2004</td>
<td>7830-830</td>
<td>10550</td>
<td>2,915.00</td>
</tr>
<tr>
<td>P-123125</td>
<td>6016-sac</td>
<td>2/28/2005</td>
<td>7830-830</td>
<td>2/05 pymt</td>
<td>2,915.00</td>
</tr>
<tr>
<td>P-134963</td>
<td>6016-sac</td>
<td>11/23/2004</td>
<td>7830-830</td>
<td>10550 #3 of 3</td>
<td>3,618.00</td>
</tr>
<tr>
<td>P-138352</td>
<td>6016-sac</td>
<td>11/23/2004</td>
<td>7830-830</td>
<td>10550 #3 of 3 adj</td>
<td>3,618.00</td>
</tr>
<tr>
<td>P-139317</td>
<td>6016-sac</td>
<td>3/22/2005</td>
<td>7832-831</td>
<td>11142</td>
<td>300.00</td>
</tr>
<tr>
<td>P-146999</td>
<td>6016-sac</td>
<td>5/13/2005</td>
<td>7732-007</td>
<td>11135</td>
<td>300.00</td>
</tr>
<tr>
<td>P-148453</td>
<td>6016-sac</td>
<td>5/23/2005</td>
<td>7832-831</td>
<td>111301</td>
<td>800.00</td>
</tr>
</tbody>
</table>

Drill down from the Vendor Ledger to the invoice by clicking the Tran# link.

Drill down from the invoice to the check by clicking the Chk link.

Check

<table>
<thead>
<tr>
<th>Payee</th>
<th>Total Amount</th>
<th>Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>aaa8511</td>
<td>3,618.00</td>
<td>03/09/2005</td>
<td>CTRL# 98536 (Reconciled)</td>
</tr>
</tbody>
</table>

Bank: 5016chx
Check Number: 72424
Golden 1 - checking account

Property | Amount | Account | Notes | Pay
---------|--------|---------|-------|----
6016-sac - Golden 1 Credit Union | 3,618.00 | 7830-8300 | Repair/Maint - Old Col Center | 134963

Help

Tran created in PM by: NSmith

Return to the invoice by clicking the Pay link.
Payables Batch Processing

Create Payable Batch

In the Yardi Voyager program, invoices are entered into batches which can be saved, reviewed, and edited before they are posted to the General Ledger. A batch may contain one or more invoices. Before a batch is created, invoices or invoice backup should be gathered, a count of the invoices, and a calculation of the total amount of the invoices to be entered should be noted. To begin a new batch, select:

☞ SIDE MENU: Payables>Create Batch

DATA ENTRY STEPS:

- The **Batch Description** automatically fills with the user’s ID and a date/time stamp – do not modify.
- In the **Batch Notes** field, enter notes to identify the batch contents.
- In the **Total of Payables** field, enter the total dollar value of the items to be input.
- In the **Number of Payables** field, enter a count of the items to be input.
- Click **SUBMIT** to proceed.

TIP: If an error is made on the batch total or count, this information can be corrected at any time before the batch is posted

Invoice Entry

Begin entering payables as shown below. Use the **TAB** key to navigate between fields, or use the **mouse** to click into the desired field.
DATA ENTRY STEPS: Payable Header

- Select or enter the desired vendor for the payable. Click the **Payee** link to view the vendor lookup list.

- Click the **Prompt Payee** button to automatically fill in the vendor name, due date information and usual G/L account (if applicable).

- Enter the **Invoice Number** from the hard copy invoice – this must be unique within the vendor record.
  
  - Note: Alpha characters can be entered under the Check # field, but will not show up in reports.

- Enter the **Total Amount** of the invoice (**INCLUDING THE RENTENTION AMOUNT**).

- Enter the **Invoice Date** from the hard copy invoice.

- Enter the **Post Month**. This will default to the current period for the property. The post month is the GL month in which the batch will be posted.

- Modify the **Due Date** if needed.

- Select the invoice **Type**: Invoice, Adjustment, or Credit Memo.
  
  - **INVOICE** – General Accounts Payable item
  
  - **ADJUSTMENT** – An electronically recorded item not associated with a paper check from the system.
  
  - **CREDIT MEMO** – A credit from a vendor used to offset a payable.
**DATA ENTRY STEPS: Payable Details**

- Select or enter the **Job** that will pay the invoice. (Invoice Distribution for multiple properties/entities is described below).
- Enter the **Amount** of the detail line (an invoice may have one or more details).
- Select or enter the **Categories** for the invoice.
- Check the **Retention** check box if the invoice needs retention withheld.
- Click the **Prompt Defaults** button to automatically fill in the account numbers, entities and retention amounts that are associated with the Job.
- Click **Distribute Retention** to distribute the retention amounts.
  - *If the retention amount is different from the default amount set up with the Job, manually enter the retention amounts for each category before selecting Distribute Retention.*

- **Notes** for each detail line must be filled out per Industrial Income Trust AP procedures and will appear on the check stub.
- **Cash Account** and **A/P account** will fill in automatically when the invoice is saved.
- Review the invoice for accuracy, then click the **SAVE** button.

  **TIP:** To choose a non-vendor payee, such as owner, employee, or tenant, type the code directly into the Payee field, then click the PROMPT PAYEE button. The payee will load and show the name and first line of the address for verification.

**Distribute Payable Function**

To allocate the invoice over multiple properties for payment, click the **DISTRIBUTE** button at the top of the detail section of the invoice.

- Multi select **properties** or select a property list. If you regularly split an invoice based on a predefined allocation percentage for an industrial park (20%, 20% and 60% for example), you can request an allocation list be created from your IIT Accounting Contact.
- Enter the **amount** to distribute.
- Select the **account** to distribute to. Only a single account may be selected.
- Click **OK** to close the Distribute and return to the invoice.
- **Notes** for each detail line must be filled out per procedures and will appear on the check stub.

**EXAMPLE OF DISTRIBUTE PAYABLE WINDOW**
When the payable is saved, a new blank payable window will open, or if the batch has met its declared amounts, the user will be automatically returned to the batch header. To manually exit the batch and save it for later, click the **Unposted Batch Link** as shown below.

### Recording Manual Checks, Wires, Electronic Payments from Invoice

If an invoice is being entered that has already been paid electronically, a manual check should be recorded in the same step as the invoice creation and posting to reflect the payment.

To record payment information, fill out the manual check fields at the bottom of an invoice.

- Record the Payment Date in the **Check Date** field.
- Record the Post Month in the **Check Period** field.
- Record the check number, wire number or EFT number in the **Check Number** field.
- A check record is created (shown below)
**TIP:** Access to the Manual Check Info fields will be controlled by user security. Not all users will have access to this function.

**Edit / Review / Post Payable Batch**

To retrieve an open batch for editing, or to review a batch already saved by another user, select:

> Payables> Edit Batch

**TIP:** A user will only be able to see their own batches UNLESS they have “Access to All Financial Batches” selected in their security setup.

Filter to view any open batches that are accessible, then click SUBMIT.
The **Batch Header** shows the batch summary information.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EDIT</strong></td>
<td>Click this button to view or modify existing invoices in the batch. If no invoices have yet been entered, the <strong>EDIT</strong> button may not be used; click <strong>ADD</strong> instead.</td>
</tr>
<tr>
<td><strong>ADD</strong></td>
<td>Click the <strong>ADD</strong> button to add new invoices into the batch.</td>
</tr>
<tr>
<td><strong>POST</strong></td>
<td>This button will post the batch to the GL; access to the <strong>POST</strong> function will be dictated by user security.</td>
</tr>
<tr>
<td><strong>DELETE</strong></td>
<td>Click this button to delete the entire batch without posting. To delete a single invoice within the batch, click <strong>EDIT</strong>, then click <strong>DELETE</strong> on the invoice screen.</td>
</tr>
<tr>
<td><strong>REPORT</strong></td>
<td>Click <strong>REPORT</strong> to view a report of the items in the batch. The report must be printed before the batch can be posted.</td>
</tr>
<tr>
<td><strong>SAVE</strong></td>
<td>Click the <strong>SAVE</strong></td>
</tr>
</tbody>
</table>

The **Unposted Payable Batch** screen shows the amounts declared for the batch. The fields on the right show the calculated amounts that have been entered into the batch.

**TIP:** Before the batch can be posted, the **AMOUNT DECLARED** and **ITEMS DECLARED** must match the **TOTAL ENTERED** and the **ITEMS ENTERED**.
Batch Errors

If an invoice is saved with invalid data, an error message displays on screen and the field with the error will (generally) be highlighted in pink. Error message text appears at the bottom of the invoice.

Correct the error(s) using the information given, then click SAVE again.

Review Payable

Once a payable batch has been posted to the G/L, the Review Payable function can be used to locate and view a payable, a batch or any other group of payables. To review posted payables, select:

عطي Payables>Review Payable

Use the Review Payable filter to select payables to the screen to review or evaluate by selecting from one or more of the following criteria:

- Filter Blank – Will select the last 2000 entries to the screen and display the selection list at the left side of the screen.
- Property – Select a property or property list to review payables.
- Job – Select a Job to review payables.
Payee – Select a specific Vendor to review payables.
Tenant – Select a Tenant to review payables (Security Deposit Refunds).
Control Number – Enter a single control number or control number range.
Batch Number – Enter a single batch or batch number range.
Invoice Number – Review by specific invoice number.
Account Number – Review all payables containing a specific G/L Account.
Post Month Date Range – Enter a single month or range of months.
Invoice Date Range – Enter a single date or range of dates.
Category – Enter category to search
Notes – Search on specific payable notes.

**TIP:** Generally, the fewer things selected on a filter, the larger the set of records that will be returned. The selection of multiple filter criteria returns a smaller record set. For example, selecting only “Property” returns all payables for a specific property. Selecting “Property” and “Post Month = 12/12” returns only the payables for the selected property that were posted in the month of December 2012.

When using ranges (any filter item that has two boxes associated with it), the user must always input a value in EACH box, even if the range is a single number or period. See example below.

**Reversing Payables**
Until you process a check for a payable, you can reverse a payable directly from the Payable screen. After you have processed a check for a payable, you must void the check before you can reverse the payable.
When you reverse a payable, Voyager creates a new payable record with negative amounts to back out the original payable. Voyager references the control number of the related transaction in the Notes field of the reversed payable and its reversing negative payable. The word Reversed appears at the top of the screen for a reversed payable, and the word Reversal appears on the screen for a reversing payable.

**To reverse an unpaid payable**
- Find the payable that you need to reverse (see Review Payable for steps)
In the screen for the payable you want to reverse, click **Reverse**. The **Reverse Payable** filter appears.

- Complete the filter:
  - **Reverse Date**: Type the date you want to record the reversal.
  - **Post Month**: Type the month you want the reversal to affect the G/L.
  - **Notes**: Type text for the **Notes** field of the reversing payable invoice.

- Click **Save**. A confirmation window will appear.

- Click **OK to confirm reversal**. A reversing payable is created and displays a confirmation message. A note is added to the payable you reversed with a reference to the control number of the reversing payable.

**To reverse a paid payable**

To reverse a payable that has been paid, first you need to Void the check.

From the check screen, click on the link to the payable: (Or access the payable from the Payable Register or Payable > Review Payabe)
Drill into check number and click "Void."

**Pay Retention**

If a job is completed and all vendors are due their retention, or a single vendor, their retention withheld needs to be disbursed.

» *Payables* > *Post Retention*

**EXAMPLE OF RETENTION PAYABLE FILTER**

Use the **Pay Retention** filter to select payables to the screen to review or evaluate by selecting from one or more of the following criteria:

- **Job** – Select a Job to review payables
- **Vendor** – Select a specific Vendor to review payables.
- **Tenant** – Select a Tenant to review payables (Security Deposit Refunds).
- **Invoice Date** – Enter Invoice date to be created
- **Post Month** – Enter post month and year
- **Consolidate** – This option will allow invoices of same vendor to consolidate.
- **Click Submit**
Check the boxes of the retention payables that need to be disbursed.

You will be prompted the payable was created and needs to be posted.

- Please note, the payable is created as an unposted invoice that needs to be posted. Please see “Edit / Review / Post Payable Batch” section to post.

Check Writing

Setup
In order to print checks you will need the following:

- Blank check stock
- MICR toner
- Yardi yCheck Utility installed on your computer (request this from IIT)
- Signature file placed on your local drive
  - In Windows Explorer file manager, locate the Yardi yCheck installation folder (typically, C:\Program Files\Yardi Systems\yCheck).
  - Under the yCheck installation folder, create a new subfolder and name it with the bank-account code (from the applicable Bank Account Info screen). For example, if the code for the bank account is Dzgab,dz then create a new subfolder named \gab.
  - Use any image-editing application to scan and save your signature bitmap files, as needed.
  - In your image-editing application, set up the image size to the actual size at which you want the image to print. Set the resolution to match the resolution of the printer that you use for printing checks. Typically, a size of 1/2 x 2-1/2 inches is ideal for most signatures.
  - Save the graphic as a bitmap (.bmp) file in the applicable bank-code folder that you created under the yCheck installation folder. The file name must begin with the letters SIG (for example, SIGfile.bmp).

Approve Payables
Use the Approve Payables function to review and approve payables prior to payment. Access to the Approve Payables function will be controlled by user/property security.

Payables >Approve Payables
DATA ENTRY STEPS:

- Select or enter the desired Property or Property List to approve payables.
- (Required) Select or enter the Bank code.
- Enter additional criteria if desired to select specific payables or leave blank to review all payables for the selected bank/property.
- Click SUBMIT to view a list of payables for approval.

From the Approve Payables list, select items to be approved. Check payables individually or use SELECT ALL / UNSELECT ALL buttons.

- Click the Update Totals to Review Total approved.
- Click PREVIEW to review a report of payables
- Click OK to approve

Process Checks
Use the process checks function to process checks and mark selected invoices as paid. Have your check stock ready in the printer before performing this task. To access the process checks function, select:
Payables >> Checks > Process Checks

Use the **Process Checks** filter to evaluate payables for payment by selecting from one or more of the following criteria – blue fields are required:

**TIP:**
Click the CLEAR button on the filter to quickly remove any previously selected criteria from the filter screen.

**DATA ENTRY STEPS:**
- Select or enter the desired **Property** or **Property List**.
- Select or enter the **Bank** code.
- Enter additional criteria if desired to select specific payables or leave blank to review all payables for the selected bank/property.
- Enter the **Post Date** – the date to appear on the check
- Enter the **Post Month** – the period the check will post to the G/L
- Click **SUBMIT** to view a list of approved payables for payment.
- Set **If Funds** = Yes to validate available, otherwise, set to no
- Set **Select All** = Yes to pre-select all checks for payment – checks can be un-selected by clicking on individual items
- Set **Sort By** option to view checks sorted by Vendor Code or Vendor Name.
From the Selective Check Write screen, select items to be paid. Check payables individually or use SELECT ALL / UNSELECT ALL buttons.

Click the Update Totals to Review Total to be paid.

Click PREVIEW to review a report of payables

Click OK to process checks.

Rewrite Checks
The rewrite checks function exists when there is a need to re-process a check when there is a failure to print, or some other problem with the physical check. To access the rewrite check function, select:

☞ Payables > Rewrite Checks

DATA ENTRY STEPS:

- Select or enter the Bank code
- Enter a single Check Number (enter in both fields) or range of check numbers -OR-
- Enter a Check Batch number
- Click SUBMIT

EXAMPLE OF REWRITE CHECKS FILTER
Review Check

Once a check has been written, the transaction may be viewed by selecting:

_payables>Checks>Review Check/ACH_

**EXAMPLE OF REVIEW CHECK FILTER**

Use the **Review Check** filter to select payables to the screen to review or evaluate by selecting from one or more of the following criteria:

- Filter Blank – Will select the last 2000 entries to the screen and display the selection list at the left side of the screen.
- Property – Select a property or property list
- Payee – Select a specific Vendor
- Bank – Select a specific Bank
- Control Number – Enter a single control number or control number range.
- Check/EFT Number – Enter a single batch or batch number range
- Post Month – Enter a single month or range of months.
- Check/EFT Date – Enter a single date or range of dates.
- Check/EFT/Both – Limit search checks only, EFT only, or both

**TIP:** The check record may also be viewed from Review Payable – click the Chk# link to drill down.
Void Check

Checks can be voided one of two ways: by selecting the Payable>Review Checks menu and selecting the check from a filter, or directly from the Payable screen, by drilling down from the payable by clicking on the “Chk” link.

Checks may be voided directly from the check screen by clicking on the Void button (this may be secured/available dependent on security). Optionally, the payable may be reversed at the time the check is voided.

DATA ENTRY STEPS:

- Enter the Void Date – the date the check will be reversed (this will affect when the reversing item appears in the bank reconciliation.)
- Enter the Post Month – the month the void will post to the G/L
- Enter Notes to appear on the voided item
- Select YES to reverse the invoice(s) or NO to leave the invoice(s) open for later payment.
- If YES on Reverse Invoices?
  - Enter the Invoice Date for the reversing invoice
  - Enter the Post Month for the reversing invoice
  - Enter Notes to appear on the reversing invoice
- Click SUBMIT