

Deleting an Item from an Invoice



The Invoice Manager may require enabling in the *Invoicing Category* within Edit Application Settings before you can access these features.



You can only delete items from **Unissued** invoices where more than one item exists.

1. To begin, open the Invoice Manager from the ProScript Connect Main Screen by clicking the **[ProScript Connect]** menu button and selecting the *Invoice Manager* menu item.
2. From the Invoice Manager, highlight an invoice which contains more than one item and select the **[Edit Invoice]** button. The Edit Invoice window displays.

Edit Invoice for patient HUXLEY, Derek (Mr)

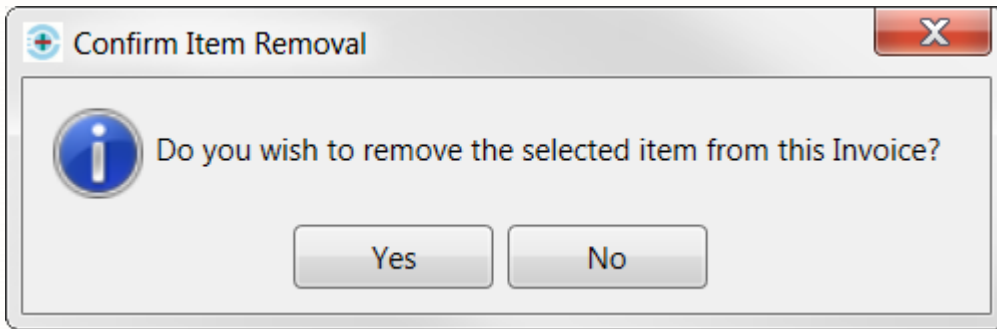
HUXLEY, Derek (Mr) DOB 06 Nov 1974 NHS No 999 999 9670
7 Leavesden Road, Watford, Hertfordshire, WD24 6EE Age 43 years 2 months EPS Status ●

Invoice To	Additional Information	Note
<input type="text" value="HUXLEY, Derek (Mr) (Patient)"/> <small>7 Leavesden Road Watford Hertfordshire WD24 6EE</small>	Status: <input type="text" value="Unissued"/> Tax Point Date: <input type="text" value="24/01/2018"/> <input type="button" value="15"/> Payment Terms: <input type="text" value="28"/> days <input type="button" value="F7 - Discount"/> <input type="text" value="0.00"/> % Delivery Charge: £ <input type="text" value="0.00"/> Delivery VAT: £ <input type="text" value="0.00"/>	<input type="button" value="F6 - Select Existing Note"/>


Date	Prescribed Drug	Quantity	Price	VAT	Discount	Item Total
24/01/2018	Penicillin V 250mg tabs	28.00	6.70	0.00	0.00%	6.70
24/01/2018	Aspirin 300mg tabs	32.00	7.03	0.00	0.00%	7.03

VAT Added No VAT Invoice Total: £

3. Locate and highlight the line item you want to delete from the invoice, and select the **[Delete Item]** button.
4. A confirmation pop-up will display asking if you wish to remove the selected item from the Invoice. Select the **[Yes]** button.



5. The line item disappears from the invoice. Select the **[F10 – Save]** button.

 If you close the window without saving, your changes will not take place.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	03 October 2019		Joanne Hibbert-Gorst

Contact us

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