

## Marking an Invoice as Void

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

You can only change an invoice status to *Void* if the invoice is currently in either the **Unissued**, **Issued** or **Queried** status. You cannot bulk update invoices to Void

See below a full list of which statuses you can amend your invoice to within the Edit Invoice window, depending on your invoice's current status.

Current Invoice Status	Statuses Available within <i>Status Drop-Down Menu</i>
Unissued	<i>Void</i>
Issued	<i>Queried, Paid or Void</i>
Queried	<i>Paid or Void</i>
Paid	<i>Queried</i>
Void	<i>Unissued</i>

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 in the grid and select the **[Edit Invoice]** button. The Edit Invoice form for the selected patient displays.
3. From the *Status* drop-down menu, select the *Void* menu item.

**Edit Invoice for patient SMITH, Tyler (Mr)**

**SMITH, Tyler (Mr)** DOB 21 Feb 1990 NHS No 999 999 9727 PAYING ✓  
 52 Park Street, Watford, Hertfordshire, WD18 8RE Age 27 years 11 months EPS Status ●

Invoice To	Additional Information	Note
REUBIN, RD (Prescriber, GP)  COLNE HOUSE, FIRST FLOOR 21 UPTON ROAD WATFORD HERTFORDSHIRE WD18 0JP	Status: <span style="border: 2px solid red; padding: 2px;">Unissued</span> Tax Point Date: Payment Terms: 28 days F7 - Discount: 0.00 % Delivery Charge: £ 0.00 Delivery VAT: £ 0.00	Note field F6 - Select Existing Note

Date	Prescribed Drug	Quantity	Price	VAT	Discount	Item Total
23/01/2018	Quetiapine MR 400mg tabs	60.00	341.30	0.00	0.00%	341.30

VAT Added
  No VAT
 Invoice Total: £ 341.30

4. Once all required changes are made, select the **[F10 – Save]** button. The Invoice Manager displays, with the invoice now marked as **Void**.

## Revision History

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

### Contact us

For more information contact:  
**Telephone: 0344 209 2601**