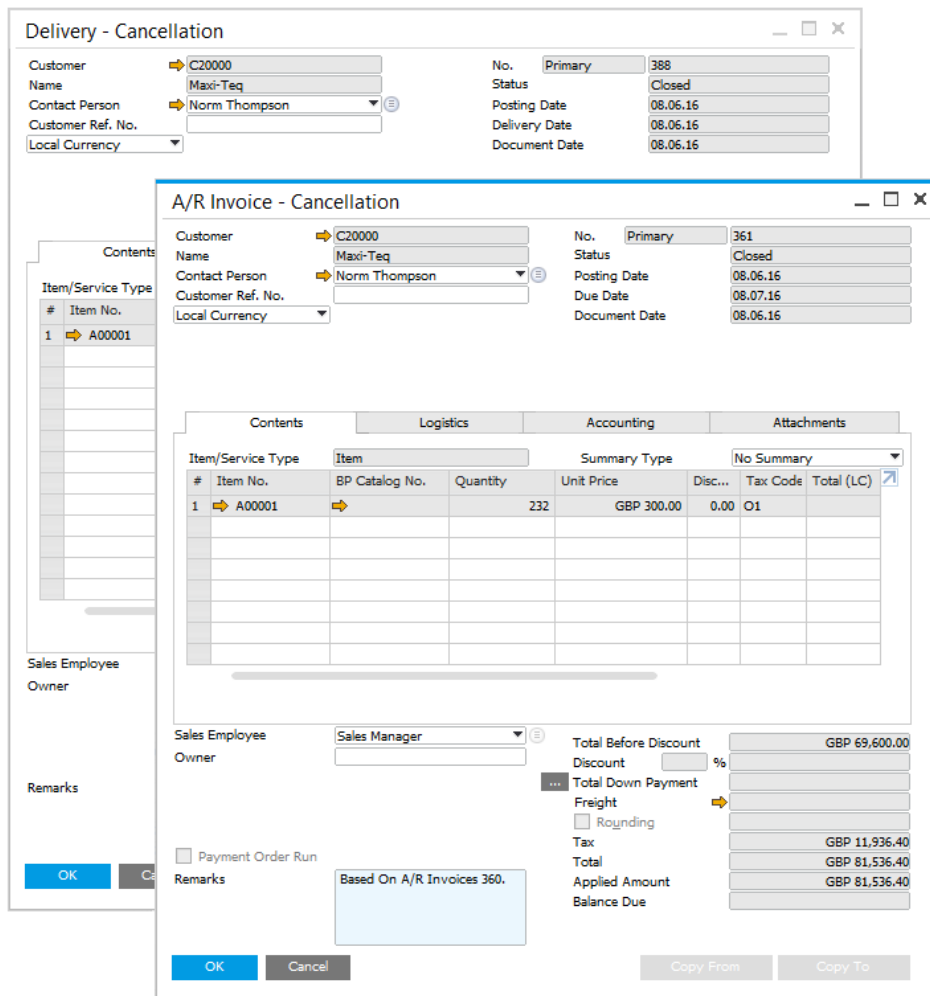# SAP Business One Tips & Tricks

Cancelling Documents Gets Easier

It happens to everyone. You create a marketing document but instead of saving it as draft or adding another row or an attachment, you click the "Add" button and add the document in to the company database. Oops. Depends on the document type, you have to go through entire cancellation process.

Well, not really. We have good news for you! SAP Business One allows you to cancel any document on the fly – yes, even A/R invoice or delivery.

Just display the document you have added by mistake and choose the option "Cancel" from the context menu. SAP Business One creates automatically a cancellation document as well as respective journal entry to reflect the cancellation.

To best fit this feature to your business, define the date range in which document cancellation is allowed. In addition, you can also define whether to include the cancellation documents in reports. These settings are done in Administration > System Initialization > Document Settings > General tab.

Available since SAP Business One, version for SAP HANA 9.0 and SAP Business One 9.0.

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