Partially Posted Invoice in Batch

If an invoice is stuck for a batch after resetting the batch and doesn’t show in Enter-Match, the below steps should be taken to correct the issue.

## IT / DBA

1. Remove the receipt from POP30300, POP30310, & POP30390

select \* from POP30300 where POPRCTNM = '[Receipt Number]'

delete POP30300 where POPRCTNM = '[Receipt Number]'

select \* from POP30310 where POPRCTNM = '[Receipt Number]'

delete POP30310 where POPRCTNM = '[Receipt Number]'

select \* from POP30390 where POPRCTNM = '[Receipt Number]'

delete POP30390 where POPRCTNM = '[Receipt Number]'

1. Update POP10100 & POP10110

Select \* From POP10100 where PONUMBER = '[PO Number]'

update POP10100 set POSTATUs = '4' where PONUMBER = '[PO Number]'

Select \* From POP10110 where PONUMBER = '[PO Number]' and POLNESTA = '5'

update POP10110 set POLNESTA = '4' where PONUMBER = '[PO Number]' and POLNESTA = '5'

## GP Admin

1. Void the Payables Invoice that was created from the bad invoice.
   1. Purchasing >> Transactions >> Void Open Transactions
   2. Vendor ID = [Vendor ID]
   3. Document Number = [Document Number]
   4. Mark the *Void* checkbox for the transactions
   5. Verify the *Void* & *Posting* dates
   6. Click *Void*
   7. Close the window
   8. Print / Cancel any reports as needed
2. Reconcile the Purchase Order.
3. Post the GL Batch from the Void
   1. Financial >> Transactions >> Batches
4. Redo the Invoice & Matching in SOP