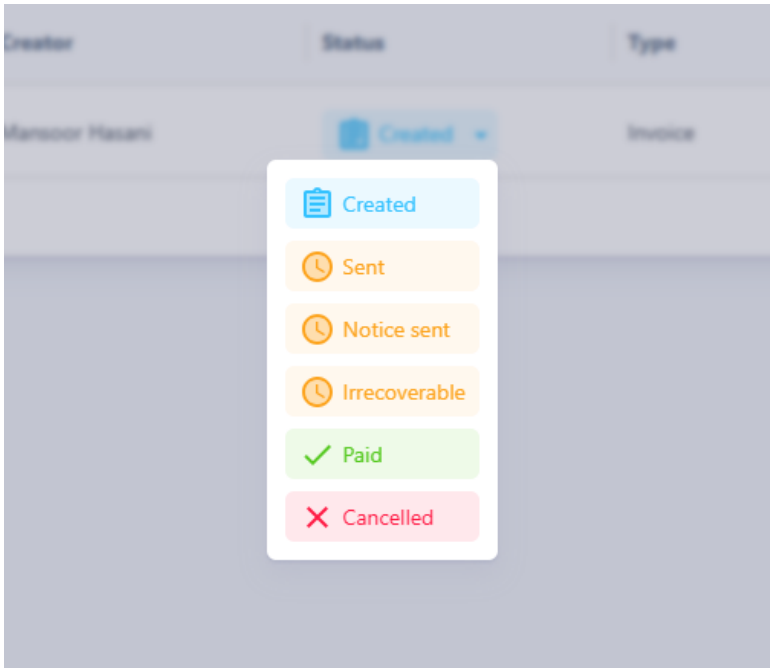


Canceling Invoices

Invoices can be canceled directly from the invoice overview or in the invoice editor. To cancel an invoice, select “**anceled**” in the **Status** field. A confirmation dialog will then appear, where you must confirm the action. The cancellation is only executed after this confirmation.



Cancellation Process

After confirmation, the selected invoice is marked as **anceled**. No further changes are made to the original invoice; it remains fully stored in the system. However, a **new document is automatically created**—the so-called **cancellation invoice**.

This cancellation invoice is assigned a **consecutive invoice number** within the same numbering sequence as regular invoices. It contains all items from the original invoice, but with **negative amounts** so that the total cancels out the previously billed amount. The generated PDF also automatically includes the note: "**Cancellation Invoice for Invoice: [Original Invoice Number]**".

Invoice.NO	Date	Customer	Creator	Status	Type	Net Amount	Gross Amount	
INV-2025-00002	04.11.2025 13:01	Coating	Mansoor Hasani	Created	Reversal	-103.78 €	-123.50 €	Go to order Export as PDF
INV-2025-00001	04.11.2025 11:19	Coating	Mansoor Hasani	Cancelled	Invoice	103.78 €	123.50 €	Go to order Export as PDF

Properties of the Cancellation Invoice

- The cancellation invoice is an independent document with the **type “Cancellation Invoice”**.
- It is displayed in the invoice overview as a **new, current invoice**.
- Content-wise, it corresponds to the original invoice but with **negative totals**.
- **Email sending and export function** the same way as with any other invoice.
- A canceled invoice **cannot be reactivated** or modified.

Cancelation INV-2025-000002

Cancelation for invoice:INV-2025-000001

ID	Article	Description	Qty.	Unit	Price	Total price
1	UPR	U-Profile	1.00	pcs.	-34.59 €	-34.59 €
2	ESBX	Edged Sheet Box	1.00	pcs.	-34.59 €	-34.59 €

“ While cancellation invoices are issued within the same numbering sequence as regular invoices, [credit notes](#) have their **own separate numbering sequence**. This ensures that both types of documents remain clearly traceable.

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