

# AFO 234 - Modify invoice number

## 234.1 Introduction

With AFO 234 you can change a specific invoice number to another invoice number. This is a global change and it means that the old invoice number will be changed in all the purchase orders on that invoice.

As AFO 234 can affect a large number of purchase orders the procedure comprises three steps:

- Identifying an existing invoice which must not be locked
- Entering the new invoice number
- Verifying the new invoice number

### Note

You can only change an existing invoice number if the invoice is not locked.

## 234.2 Changing an invoice number

If you select this AFO an input screen will be displayed on which you can enter the supplier. Here you can either enter the code or the supplier's name or part of the name. A list will be displayed if you enter the name or part of the name from which you can select the supplier. Then another input screen will be displayed. Enter here the invoice number that you want to change. Use one of the appropriate methods to identify an invoice number. See the introduction to the section on AFO 231 ("Invoice control") for more information.

### Note

You cannot define a new invoice in this AFO.

An input screen will then be displayed again on which you can enter the new invoice number.

A dialog box window with a blue title bar and a close button (X) in the top right corner. The window contains two input fields on the left and three buttons on the right. The first input field is labeled "Old number" and contains the text "222". The second input field is labeled "New invoice number" and is empty. The buttons are labeled "OK", "Cancel", and "Help". The "Help" button has a small "H" underlined. In the bottom right corner of the dialog box, there are three small icons: a keyboard, a mouse, and a help icon.

When you have done this, confirmation of your input will be displayed.

- **Document control - Change History**

<b>Version</b>	<b>Date</b>	<b>Change description</b>	<b>Author</b>
<b>1.0</b>	<b>unknown</b>	<b>Creation</b>  <b>Delivered as part of build 17 set</b>	