PURCHASING

Purchase Order	
Edit restrictions	Can be fully Edited up until Approval
Void Restrictions	Can be Voided up until Approval
Read Only Status	Once Approved the document changes to read only 1. Cannot be Edited 2. Cannot be Voided
Read Only Exceptions	PO Line Statuses can be updated manually until whole PO is Closed

Item Receipt/Bill	
Edit restrictions	Can be fully Edited up until Status is Closed, except: 1. Document Date cannot be moved forward in time after created (if document already exists) 2. Some data fields on a line referenced to the PO cannot be edited: Type, Number, Description, Order Type, Reference, and PO# 3. Any line not referenced to a PO can be fully edited
Void Restrictions	Can be Voided until Status is Partial or Closed
Read Only Status	Once Bill has been partially or fully paid (Bill Pay) then its Status is Partial or Closed (Bill changes to read only) 1. Cannot be Edited 2. Cannot be Voided
Read Only Exceptions	If referenced Bill Payment is voided, then the Bill status changes back to Open and thus can be edited. See Edit Restrictions above.

Bill Payment (not New Payment)	
Edit restrictions	**Bill Payment (created from Bill Pay in Supplier)** 1. Cannot be Edited
Void restrictions	**Bill Payment (created from Bill Pay in Supplier)** 1. Can be Voided up until it is included in a Reconciliation
Read Only Status	Once Bill Payment is referenced to a Reconciliation, the Bill Payment changes to read only 1. Cannot be Edited 2. Cannot be Voided
Read Only Exceptions	Once Reconciliation is performed, the Reconciliation cannot be Voided, thus all reconciled Bill Payments can never be Edited or Voided again.

Estimate	
Edit restrictions	Can be fully Edited anytime (no read only status)
Void Restrictions	Can be Voided anytime
Read Only Status	NONE: see Edit and Void restrictions
Read Only Exceptions	NONE

Sales Order	
Edit restrictions	Header can only be fully Edited in Open status (not Partial or Closed) Detail lines can be edited up until: 1. Line is converted to an Invoice or 2. Line has Back Order or Drop Ship quantity that has been Stock Ordered and Saved and Approved on a PO
Void Restrictions	Can be Voided anytime
Read Only Status	See Edit and Void restrictions
Read Only Exceptions	NONE

Invoice	
Edit restrictions	Cannot be Edited once Settled (either On Account or Cash)
Void Restrictions	Can be Voided only: 1. On Account Settlement – Until **Sales Tax on Invoice is Paid** or **Customer Receipts** applied 2. Cash Settlement – Until **Sales Tax on Invoice** is Paid
Read Only Status	Once the Invoice is Settled in POS, the Invoice is read only (note: Invoices settled "On Account" are Open and to Cash are Closed). Read only exceptions: **Open Status (Settled via On Account in POS)** 1. Can be Voided until **Sales Tax on Invoice is Paid** **Closed Status (Settled via payment in POS)** 1. Can be Voided until **Sales Tax on Invoice is Paid** An Open Status Invoice can be Partially or Fully closed by applying Customer Receipts. **Partial Status** 1. Cannot be Voided once Partial **Closed Status** 1. Cannot be Voided once Partial
Read Only Exceptions	For Invoices that had Customer Receipts applied after POS (Closed or Partial after POS), if the referenced Customer Receipt(s) is voided, then the Invoice status changes back to Open or Partial. See Read Only Status above for restrictions.

Finance Charge	
Edit restrictions	Cannot be Edited once Saved (no Save button)
Void Restrictions	Can be Voided until read only
Read Only Status	Read only once Customer Receipt applied
Read Only Exceptions	If the referenced Customer Receipt is voided, then the Finance Charge can be voided

Customer Receipts	
Edit restrictions	Cannot be Edited once Saved
Void Restrictions	Can be Voided until the bank account referenced in header is reconciled (account that includes the receipt transaction)
Read Only Status	NONE (other than edit/void restrictions)
Read Only Exceptions	NONE

INVENTORY

Inventory Transfer	
Edit restrictions	Can be fully Edited until read only, except: 1. Document date cannot be changed
Void Restrictions	Can be Voided until read only
Read Only Status	NONE (other than edit/void restrictions)
Read Only Exceptions	NONE

Inventory Adjustment	
Edit restrictions	Cannot be Edited once Saved
Void Restrictions	Can be Voided
Read Only Status	NONE (other than edit/void restrictions)
Read Only Exceptions	NONE

New Payment (not Bill Payment)	
Edit restrictions	**New Payment (not from Bill Payment)** 1. Can be fully Edited up until Printed or Reconciled
Void restrictions	**New Payment (not from Bill Payment)** 1. Can be Voided up until Reconciled

Read Only Status	Once Payment is referenced to a Reconciliation, the Payment changes to read only
	   1. Cannot be Edited
	   2. Cannot be Voided

Read Only Exceptions	Once Reconciliation is performed, the Reconciliation cannot be Voided, thus all reconciled Payment can never be Edited or Voided again.

Deposits	
Edit restrictions	Can be fully Edited until Read Only
Void Restrictions	Can be Voided until Reconciled

Read Only Status	Once Deposit is referenced to a Reconciliation, the Deposit changes to read only
	   1. Cannot be Edited
	   2. Cannot be Voided

Read Only Exceptions	NONE: Once Reconciliation is performed, the Reconciliation cannot be Voided, thus all reconciled Deposits can ever be Edited or Voided again.

Reconciliation	
Edit restrictions	Cannot be Edited once "Saved and Finished"
Void restrictions	Cannot be Voided

Read Only Status	Once Saved and Finished, the Reconciliation is read only
	   1. Cannot be Edited
	   2. Cannot be Voided

Read Only Exceptions	NONE

Journal Entry	
Edit restrictions	Can be fully Edited until read only
Void Restrictions	Can be Voided until read only
Read Only Status	Once JE is referenced by another document, then JE changes to read only 1. Cannot be Edited 2. Cannot be Voided
Read Only Exceptions	NONE: If the reference to the JE is removed, then read only status is removed. See Edit restrictions.

GENERAL CLOSING RULES

Soft Close
All documents within the Soft Close period that have a financial accounting impact (everything except PO, Estimates, Sales Order) follow the document edit rules above for users with authorization to edit/void them. For non-authorized users, financial accounting documents cannot be edited or voided within the Soft Close period.

Hard Close
All documents dated within a Hard Close period that have financial accounting impact (everything except PO, Estimates, Sales Order) become read only.