

Email

Sachin Gupta

WMS Accounts & Billing Advisory 17 - Cancellation of Invoice & Deletion of Cash Receipt in WMS

From : Sachin Gupta <casachin.gupta@cewacor.nic.in> Wed, Jun 01, 2022 02:48 PM

Subject : WMS Accounts & Billing Advisory 17 - Cancellation of Invoice & Deletion of Cash Receipt in WMS 1 attachment

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Sir/Madam,

WMS Accounts & Billing**Advisory - 17****1- Sub.: Cancellation of Invoice in WMS**

Invoice cancellation in WMS has been allowed for 24 hours only and after 24 hours, only solution is to raise Debit/Credit note in WMS.

Till now, WMS was allowing to cancel the Invoice irrespective of availability of Cash Receipt which was not fundamentally correct. Some of the WM's were even not raising ticket for deletion of Cash Receipt for which Invoice has already been cancelled and RO Accounts came to know about it at the time of Cash/Bank reconciliation.

Hence, to avoid this situation, a check has been placed in WMS that **WMS will not allow to Cancel the Invoice even within 24 hours if any Cash Receipt has been generated against it. In that case, WM shall first get the Cash Receipt deleted and then only Invoice can be cancelled.**

WMS will show following popup message:

Cancellation of Invoice is not possible as Cash Receipt is already generated against this invoice. Please get the Cash Receipt deleted and then try cancelling the Invoice within 24 hours of generation. After 24 hours, Credit Note needs to be raised.

2- Sub.: Deletion of Cash Receipt in WMS

Circumstances have been noticed where Cash Receipt is required to be deleted due to following reasons:

- Wrong selection of Invoice number
- Wrong entry of amount in payment or TDS
- Wrong selection of method of payment/date of transaction

For deletion of Cash Receipt in WMS, following process shall be adopted:

1. **Raising of Ticket through Warehouse with details of Cash Receipt number and reason for deletion.**
2. **Ticket will be assigned to respective RO accounts person in Helpdesk.**
3. **RO Accounts need to give approval in Helpdesk ID with comment. Comment is mandatory.**
4. **RO Accounts will change the ticket status to open and assign the ticket to Sahil Jindal.**
5. **RO Accounts needs to pass necessary reversal entry in Tally, in case data for the day has been synced in Tally.**
6. In case, data has not been synced then there is no need to pass any reversal entry.

After deletion of Cash Receipt in WMS, the **serial number of deleted Cash Receipt will be blocked** and next CR will be generated with next incremental number.

This is for your information please.

Copy to: SAM (MIS), CWC, CO New Delhi for uploading the same in Eoffice circular and Website under WMS Accounts & Billing Advisory menu.

सादर धन्यवाद,

सी ए सचिन गुप्ता
प्रबंधक (वित्त° लेखा)



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