

## CORRECTING TAX

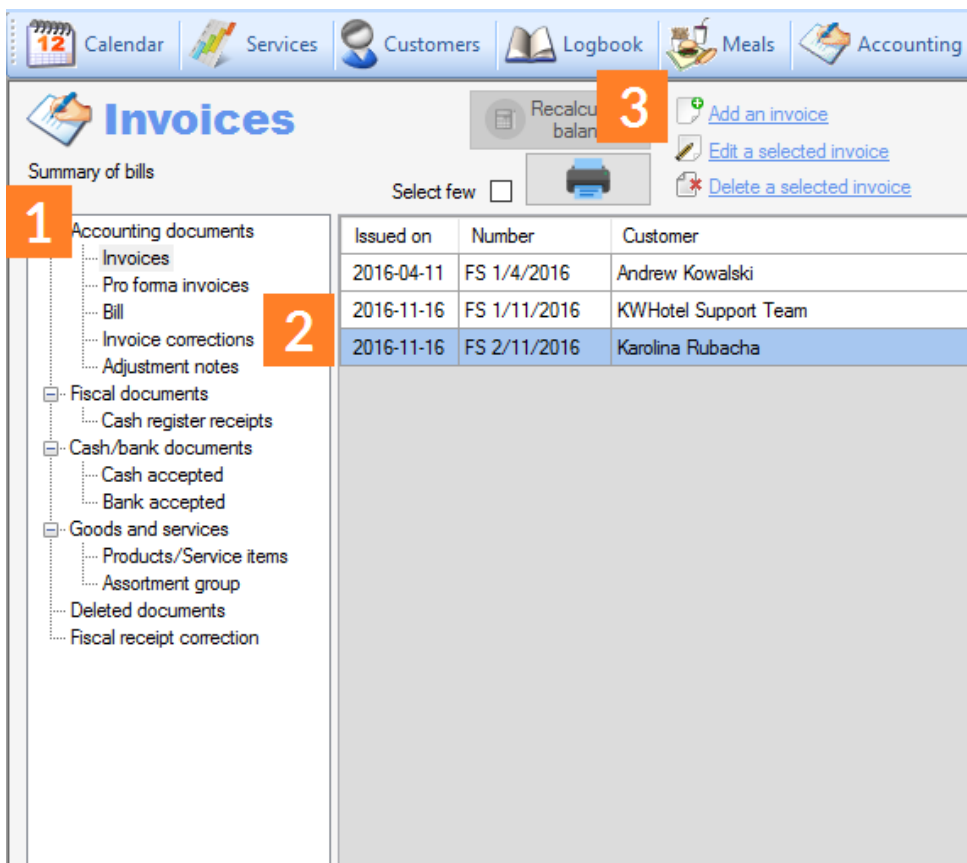
You will learn:

1. How to correct tax on the already created invoices

### 1. How to correct tax

Configuration step by step:

1. In the Accounting module, click Invoice
2. Choose an invoice that you want to issue a correction for
3. Click “Add an invoice correction”



Calendar Services Customers Logbook Meals Accounting

**Invoices**

Summary of bills

Select few

Recalcula balan **3**

**1** Accounting documents

- ... Invoices
- ... Pro forma invoices
- ... Bill
- ... Invoice corrections **2**
- ... Adjustment notes
- ... Fiscal documents
  - ... Cash register receipts
- ... Cash/bank documents
  - ... Cash accepted
  - ... Bank accepted
- ... Goods and services
  - ... Products/Service items
  - ... Assortment group
- ... Deleted documents
- ... Fiscal receipt correction

Issued on	Number	Customer
2016-04-11	FS 1/4/2016	Andrew Kowalski
2016-11-16	FS 1/11/2016	KWHotel Support Team
2016-11-16	FS 2/11/2016	Karolina Rubacha

**3** Add an invoice

Edit a selected invoice

Delete a selected invoice

4. Type "0" in the quantity of the assortment which needs to have the tax corrected
5. Below, once again type the same assortment. This time it will have the tax field unlocked
6. Type the correct tax (in the "After correction" field)
7. Save the correction invoice

Invoices (Kajetan Woyciechowski KajWare)

Number **KFS** **(AUTO)** / /11/2016 Date of sale 16 listopada 2016  
 Issued on 16 listopada 2016

Advance

Find a customer in the database Karolina Rubacha Replace with customer's company   
 Address Zbozowa 3/1

No.	Product name	Product code	Qty	IU	Gross price	Disc. [%]	Tax [%]	Net value	Gross value
1	Cleaning service		1.00	pcs.	10.00	0	0	10.00	10.00
	- Adjustment:		4	pcs.	-10.00	0	0	-10.00	-10.00
	- Adjusted value:		0.00	pcs.	0.00	0	0	0.00	0.00
5	Cleaning service		0.00	pcs.	0.00	6	8	0.00	0.00
	Correction:		1.00	pcs.	10.00	8	8	9.26	10.00
	- After correction:		1.00	pcs.	10.00	0	8	9.26	10.00

[Change to negative value](#) [Assortment group range](#) **Total gross price 0.00**

Due date 16 listopada 2016 [7 days](#) [14 days](#) [21 days](#) [28 days](#) [1 month](#)  Print comments  Document was printed

Payment type 1 Cash 0.00 EUR Comments **7**  
 Payment type 2 Credit Card 0.00 1.000

User Administrator  Paid