### Purpose

The purpose of creating this document to do undo accounting and process with correct details

To achieve this we need to follow the below steps:

1. Create the following profile options at user level:

AP\_SHBYIV\_ENABLE
AP\_SHBYIV\_UNDO\_INVOICE\_ACCOUNTING
AP\_SHBYIV\_UNDO\_INVOICE\_DATE

Setup and Maintenance -> Manage Profile Options -> New ->

Create Profile Option as:

- Profile Option Code: AP\_SHBYIV\_ENABLE
- Profile Display Name: AP\_SHBYIV\_ENABLE
- Application: Payables
- Module: Invoices
- Description: Self Healing Profile
- Start Date: (date in past preferable)

Create Profile Option as:

- Profile Option Code: AP\_SHBYIV\_UNDO\_INVOICE\_ACCOUNTING
- Profile Display Name: AP\_SHBYIV\_UNDO\_INVOICE\_ACCOUNTING
- Application: Payables
- Module: Invoices
- Description: Self Healing Profile Invoice Undo Accounting
- Start Date: (date in past preferable)

Create Profile Option as:

- Profile Option Code: AP\_SHBYIV\_UNDO\_INVOICE\_DATE
- Profile Display Name: AP\_SHBYIV\_UNDO\_INVOICE\_DATE
- Application: Payables
- Module: Invoices
- Description: Self Healing Profile Invoice Undo Accounting Date
- Start Date: (date in past preferable)

Save and close.

2. Profile Option Levels for both profile options:

- User level: Enable and Updateable

3. Save and close.
4. Navigate to: Setup and Maintenance -> Manage Administrator Profile Values,

to set the profile option values

Search for Profile Option Code: AP\_SHBYIV\_ENABLE
Set Profile Values at:

\* Profile Level = User
\* Profile Value = 'Y'

Search for Profile Option Code: AP\_SHBYIV\_UNDO\_INVOICE\_ACCOUNTING
Set Profile Values at:

\* Profile Level = User
\* Profile Value = <invoice id>

Search for Profile Option Code: AP\_SHBYIV\_UNDO\_INVOICE\_DATE
Set Profile Values at:

\* Profile Level = User
\* Profile Value = (This date should be in open period in the
format 'MM/DD/YYYY') . This date will be used to update the accounting date
of the invoice. If customer chooses to reopen the period then they can use
the existing accounting date for this profile value otherwise provide a date
in the current open period.

Save and close.

Logout and relogin with the user for which profile option is been set

5. Validate the invoice by running invoice validation ESS job passing Invoice
Num: InvNrXXXX as Input Parameter. This will undo account the Invoice.

6. Check the accounting status , it should be unaccounted. Once it is unaccounted set profile options back to N

7. Then run the accounting for invoice again and check the report later if still invoice is visible



