# *Reapplying a Receipt to a Different Invoice*

If you realise that you have applied a receipt to the wrong invoice you can reapply it.

However, you cannot reapply a receipt that you have already reversed.  In this case you would have to enter a brand new receipt for it.

> **Navigate: Receipts → Receipt Batches**

1. Recall the receipt batch by clicking on the torch icon to activate the *Find Batches* window.

2. Enter details of your original receipt batch and then click on **Find.**



3. Click on **Receipts** and select the receipt to reapply.

4. Click on **Apply** to open the Applications window.

5. Remove the tick in the **Apply** field against the invoice you wish to un-apply.

6.  Click on to the next available line.

7.  In the **Apply To** field select the new invoice using the LOV or simply enter the invoice number.

8.  **Save** your work.  Ticks should appear in both the **Apply** and **Saved** fields.