Sale documents - Assignments (DD)

- How to reconvert an Assignment (DD)?

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This article explains how to reconvert an **Assignment (DD)** in the ERP system if you need to correct the source document (e.g., an **Invoice (FV)** or **Receipt (PG)**) from which it was created. This process requires deleting the existing document, correcting the assignment, and then reconverting it.

When should you reconvert an Assignment?

If documents such as an **Invoice (FV)** or **Receipt (PG)** were created from an **Assignment (DD)** and require correction, you can't edit them directly. In such a situation, you must delete the converted document, make changes to the source assignment, and then reconvert it.

Important:

- If the **Invoice (FV)** or **Receipt (PG)** was linked to a **cash document**, you must delete that cash document first.
- If the **Receipt (PG)** created from the assignment note conversion has already been **fiscalized**, you cannot modify it. In this case, you must process a return for the receipt, issue the assignment note again, and then reconvert it.

Steps for Reconverting an Assignment

Follow these steps to reconvert an assignment:

1. **Delete the converted document.**
   - Go to: **ERP** > **SALES** > **INVOICES / RECEIPTS**.
   - Select the document you want to delete and press **[Del]**.
   - Choose the **DELETE FROM LIST** option.
   - The system will inform you that the document was converted from an assignment (DD) or a list of assignment (in the case of a DD list, more DD documents will appear).

> After deleting the converted documents, each assignment that was converted will require re-approval and a change in its conversion flag. Converted assignments can also be checked before deleting the document from the header **[F10]**.

2. **Change the Invoice (FV) / Receipt (PG) numbering (optional).** If you want to maintain the existing document numbering, you must change it:
   - Go to: **ERP** > **SALES** > **INVOICES** / **RECEIPTS**.
   - Select **[→]** > **ADMINISTRATOR** > **SERVICE FUNCTIONS** > **DOCUMENT NUMBER SETTINGS**.
   - In the **NUMBER** field, enter a value that is 1 less than the next document to be created.
3. **Re-approve the Assignment (DD).**
   - Go to: **ERP** > **SALES** > **ASSIGNMENT**.
   - Select the assignment (list of assignment) you want to re-approve and press **[F4]** (DD re-approval).
4. **Remove the Assignment (DD) conversion flag.**
   - Select the desired assignment
   - Press the **[Shift]** + **[F9]** combination.
   - Select the **CONVERSION DIRECTION – delete** option.
5. **Correct the Assignment (DD) and reconvert it.** After performing the above steps on all assignment from which the conversion was previously made, you can make the necessary corrections to the **Assignment (DD)**, and then reconvert them to create a new **Invoice (FV)** or **Receipt (PG)**.

This process ensures proper document correction while maintaining data consistency within the system.