

Force Cancel & Reset to Draft

A guide to the guarded Force Cancel / Reset to Draft: who can use it, how to undo invoices, deliveries and manufacturing orders, what the audit log keeps, and what is never overridden.

1. Start here

In plain words: Odoo is strict, and that is good: a posted invoice cannot simply be edited, a done delivery cannot be reopened, a paid invoice cannot be cancelled. But sooner or later someone posts the wrong invoice or validates the wrong delivery, and the accountant spends an afternoon undoing it. This module gives **a small group of trusted people** a guarded way to do it in a few clicks.

A paid invoice with the two new red buttons: Force Reset to Draft and Force Cancel.

Document	What you can do	What the module does behind the scenes
Invoices, vendor bills, credit notes, journal entries	Reset to draft, or cancel	Removes the reconciliations with payments, optionally cancels the linked payments, then resets or cancels.
Transfers (deliveries, receipts, internal)	Reset to draft, or cancel. A <i>done</i> transfer is reversed.	Releases reservations. For a done transfer it creates and validates a full return, so the stock goes back where it was.
Manufacturing orders (with the second module)	Reset to draft, or cancel. A <i>done</i> order is unbuilt.	Cancels work orders and moves. For a done order it unbuids the produced quantity: the product leaves stock and the components return.

Tip: Nothing happens by surprise. Before anything changes, the module shows what it is about to do, asks for a **reason** and asks you to tick a confirmation box. Every use is recorded in a log and in the chatter of the document.

2. What it adds to Odoo

Where	What you see
Invoice, bill and journal entry form	Two red buttons in the header: Force Reset to Draft and Force Cancel .
Transfer form	Force Reset to Draft and Force Cancel / Reverse .
Manufacturing order form	Force Reset to Draft and Force Cancel / Unbuild .
List views of those documents	An action Force cancel / reset... in the Actions menu, to treat many records at once.
Settings → Force Cancel / Reset Log	The history of every forced change: who, when, why, and what was done.
Users → Force Cancel & Reset to Draft	The security group that controls who sees all of the above.

In plain words: Everything is hidden from people who are not in the group: they do not see the buttons, the menu or the log, and the server refuses the action even if they try to call it by hand.

3. Requirements

Item	Details
Odoo	19.0 (Community or Enterprise)
Apps needed	Invoicing (account) and Inventory (stock)
Manufacturing orders	Install Manufacturing (mrp); the second module then installs itself
License	OPL-1 (Odoo Proprietary License v1.0)

4. Install

In plain words: The package contains two Odoo modules. `taqnix_force_cancel_reset` is the main one. `taqnix_force_cancel_reset_mrp` adds manufacturing orders; it installs itself automatically when both the main module and Manufacturing are present, so you never have to choose.

- 1 Unzip the package. Inside are `taqnix_force_cancel_reset.zip` and `taqnix_force_cancel_reset_mrp.zip` ; unzip both.
- 2 Copy the two folders into one of the `addons_path` folders of your Odoo server and restart Odoo.
- 3 Log in as an administrator, activate **Developer mode**, open **Apps** and press **Update Apps List**.
- 4 Remove the "Apps" filter, search **Force Cancel** and install **Force Cancel & Reset to Draft**.

```
# or from the command line
./odoo-bin -c odoo.conf -d YOUR_DATABASE -i taqnix_force_cancel_reset --stop-after-init
```

Tip: The default administrator user is put in the security group automatically. Add other people yourself (next chapter).

5. Who can use it

In plain words: Access is controlled by one group: **Force Cancel & Reset to Draft**. Give it to as few people as possible: the chief accountant, the warehouse manager, the owner.

The screenshot shows the Odoo Settings application. The top navigation bar includes 'Settings', 'General Settings', 'Users & Companies', and 'Force Cancel / Reset Log'. On the right, there are notification icons for 12 messages and 17 updates, along with the company name 'My Company (San Francisco)' and a user profile icon. Below the navigation bar, a breadcrumb trail reads 'New Groups Force Cancel & Reset to Draft'. The main content area is titled 'Force Cancel & Reset to Draft' and includes a 'Privilege' section with a 'Share Group' checkbox. Below this is a tabbed interface with 'Users' selected. The 'Users' tab displays a table with columns 'Name', 'Login', and 'Role'. One user is listed: 'Mitchell Admin' with login 'odoo' and role 'Administrator'. There are also 'Add a line' and 'Inherited' tabs visible.

Settings → Users & Companies → Groups (Developer mode): the group and its members.

- 1 Open **Settings → Users & Companies → Users** and open the user.
- 2 In **Access Rights**, add the group **Force Cancel & Reset to Draft** (or add the user from the group form shown above).
- 3 Ask the user to reload the page. The red buttons appear.

Important: The group is not part of any standard role. A user who is “Administrator” of Accounting or Inventory does *not* get it automatically (only the default administrator user does).

6. Resetting an invoice to draft

In plain words: Open a posted invoice and click **Force Reset to Draft**. A window opens.

Force cancel / reset

Administrator tool. This overrides the normal workflow. Read what will happen below.

Document type: Customer Invoice
 Selected records: 1
 Mode: ☒ Reset to draft ☐ Cancel
 Also cancel the linked payments: ☐
 Reason: Posted on the wrong date - the customer asked us to re-issue it.

WHAT WILL HAPPEN

⚠ INV/2026/00004 has 1 reconciliation(s) with payments or credit notes. They will be undone, so the payments become open credit again.
 ⓘ INV/2026/00004 will go from Posted to Draft.
 I understand this changes accounting or stock records ☒

Apply **Cancel**

The confirmation window for a paid invoice: it warns that the payment will be unreconciled.

- 1 Read **What will happen**. Warnings (orange) and blockers (red) are listed here before anything is changed.
- 2 Choose the mode: **Reset to draft** or **Cancel**.
- 3 Write the **reason** (at least 5 characters). It is kept in the log and in the chatter.
- 4 Tick **I understand...** and press **Apply**.

12 17 My Company (San Francisco)

New Invoices Draft Invoice INV/2026/00008

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Confirm Cancel **Force Cancel** Draft Posted Send message Log note Activity

Customer Invoice
INV/2026/00008

Customer: LightsUp
Eignaa tee 12
Uuearu 74407
Montenegro
+372 123 1234 SMS WhatsApp

Invoice Date: Oct 22
Due Date: Oct 22 or Payment Terms
Delivery Date: Oct 22
Currency: in USD

Invoice Lines Other Info

Product	Quantity	Price	Taxes	Amount
[FURN_8888] Office Lamp	15.00	50.00	0% Exports	\$ 750.00

Add a line Add a section Add a note Catalog

Terms and Conditions

Untaxed Amount: **\$ 750.00**
Tax 0%: \$ 0.00
Total: **\$ 750.00**
Amount Due: **\$ 750.00**

Today

Mitchell Admin 1:30 AM
Yes → No (Reviewed)
Posted → Draft (Status)

Mitchell Admin 1:30 AM
Forced reset to draft by Mitchell Admin
Reason: Wrong tax applied: re-issue after fixing the tax mapping.
State: Posted → Draft
reset to draft

Oct 22, 2026

OdooBot Yesterday at 4:25 PM
None → Sales (Sales Team)

The invoice is back in draft, and the chatter keeps a note of who did it and why.

In plain words: The invoice number is kept. After you correct the invoice you can confirm it again, or cancel it.

7. Paid invoices and their payments

In plain words: A paid invoice is linked to a payment by a *reconciliation*. Odoo normally forces you to undo it by hand first. The module does it for you, and tells you before it does.

Option	Result
Leave Also cancel the linked payments unticked (default)	The reconciliation is removed. The payment stays posted and becomes open credit on the customer, ready to be applied to the corrected invoice.
Tick Also cancel the linked payments	The payment is reset and cancelled too. Use it when the payment itself was wrong.

Important: Odoo's own protections still apply. A **hashed (locked) journal entry**, an invoice already sent to a tax authority for e-invoicing, and a date before the **fiscal lock date** cannot be changed, and the module will say so instead of forcing it. For locked periods, ask an accounting adviser to change the lock date first.

8. Many records at once

In plain words: Select several invoices (or transfers, or manufacturing orders) in a list, open **Actions** and choose **Force cancel / reset....** The same window opens and the explanation is listed for every selected record.

My Company (San Francisco)						
New Upload Invoices 3 selected Send Pay Print Actions 1-13 / 13						
Number	Customer	Invoice Date	Due Date	Tax Excluded	Total	Status
☒ INV/2026/00008	LightsUp	Oct 22	Yesterday	\$ 750.00	\$ 750.00	Posted
☒ RINV/2026/00004	Deco Addict	Oct 20	Yesterday	\$ -19,250.00	\$ -22,137.50	Posted
☒ INV/2026/00002	Deco Addict	Oct 20	Yesterday	\$ 41,750.00	\$ 48,012.50	Posted
☐ INV/2026/00003	Deco Addict	Oct 19	Yesterday	\$ 19,250.00	\$ 22,137.50	Draft
☐ INV/2026/00009	OpenWood	Oct 17	Yesterday	\$ 1,799.00	\$ 1,799.00	Posted
☐ RINV/2026/00003	Deco Addict	Oct 12	Yesterday	\$ -31,750.00	\$ -36,512.50	Posted
☐ INV/2026/00004	Deco Addict	Oct 7	16 days ago	\$ 31,750.00	\$ 36,512.50	Draft
☐ INV/2026/00001	Azure Interior	Oct 1	Next month	\$ 31,750.00	\$ 36,512.50	Posted
☐ INV/2026/00007	OpenWood	Sep 22	In 8 days	\$ 275.00	\$ 275.00	Posted
☐ INV/2026/00006	OpenWood	Sep 17	In 8 days	\$ 1,000.00	\$ 1,000.00	Posted
☐ INV/2026/00005	OpenWood	Sep 12	In 8 days	\$ 2,000.00	\$ 2,000.00	Posted
☐ RINV/2026/00002	Azure Interior	Sep 3	Yesterday	\$ -20,000.00	\$ -23,000.00	Posted
☐ RINV/2026/00001	Azure Interior	Sep 2	Yesterday	\$ -11,750.00	\$ -13,512.50	Posted
				\$ 23,250.00	\$ 26,625.00	

The Actions menu of the invoice list, with three invoices selected.

My Company (San Francisco)						
New Upload Invoices 3 selected Send Pay Print Actions 1-13 / 13						
☐ Number ☒ INV/2026/00008 ☒ RINV/2026/00004 ☒ INV/2026/00002 ☐ INV/2026/00003 ☐ INV/2026/00009 ☐ RINV/2026/00003 ☐ INV/2026/00004 ☐ INV/2026/00001 ☐ INV/2026/00007 ☐ INV/2026/00006 ☐ INV/2026/00005 ☐ RINV/2026/00002 ☐ RINV/2026/00001	Force cancel / reset... Administrator tool. This overrides the normal workflow. Read what will happen below. Document type: Customer Invoice Selected records: 3 Mode: ☒ Reset to draft ☐ Cancel Also cancel the linked payments: ☐ Reason: For example: wrong customer on the invoice, posted by mistake... WHAT WILL HAPPEN INV/2026/00008 will go from Posted to Draft. RINV/2026/00004 will go from Posted to Draft. INV/2026/00002 will go from Posted to Draft. I understand this changes accounting or stock records: ☐ Apply Cancel					

One reason and one confirmation for all selected records.

Tip: If anything cannot be done for one of the records, Odoo refuses the whole operation and nothing at all is changed. You never end up half-way.

9. Deliveries and other transfers

In plain words: Transfers behave differently depending on their state.

State of the transfer	Force Reset to Draft	Force Cancel / Reverse
Waiting, Ready	Back to Draft; reservations released	Cancelled; reservations released
Draft	Nothing to do	Cancelled
Done	Not offered	Reversed: a full return is created and validated

My Company (San Francisco)

New Transfers WH/OUT/00001

Traceability Moves

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Print Return **Force Cancel / Reverse** Draft Waiting Ready Done Send message Log note Activity

☆ WH/OUT/00001

Delivery Address Wood Corner Scheduled Date ? Oct 22, 4:27 PM

Operation Type YourCompany: Delivery Orders Effective Date ? Oct 23, 1:29 AM

Source Document ? outgoing shipment

Operations Additional Info Note

Product	Demand	Quantity	
[FURN_8855] Drawer	15.00	15.00	Details

Today

Mitchell Admin 1:29 AM Ready → Done (Status)

Oct 22, 2026

OdooBot Yesterday at 4:27 PM Transfer created

A done delivery: Odoo offers only Return, the module adds Force Cancel / Reverse.

My Company (San Francisco)

New Transfers WH/OUT/00001

Traceability Moves

1/1

Print Return **Force Cancel / Reverse** Draft Waiting Ready Done Send message Log note Activity

☆ WH/OUT/00001

Delivery Address Wood Corner

Operation Type YourCompany: Delivery Orders

Operations Additional Info Note

Product [FURN_8855] Drawer

Force cancel / reset

Administrator tool. This overrides the normal workflow. Read what will happen below.

Document type Delivery Orders

Selected records 1

Mode ☐ Reset to draft ☒ Cancel

Reason ? Wrong customer: the goods never left the warehouse.

WHAT WILL HAPPEN

⚠ WH/OUT/00001 is Done. Odoo cannot reopen a done transfer, so the module reverses it with an automatic full return that is validated at once. Stock goes back to where it was; the original transfer stays Done and a new return transfer is created.

I understand this changes accounting or stock records ☒

Apply Cancel

For a done transfer the window explains that a return will be created.

In plain words: Odoo cannot reopen a done transfer, because stock moves and valuation entries have been posted. So the module undoes it the way Odoo itself would: it creates a **full return** of everything, and validates it at once. Stock is back where it was, the valuation is reversed by Odoo, and the original transfer stays *Done* with a link to the return.

The screenshot shows the Odoo interface for a 'Done' transfer. The top bar indicates 'My Company (San Francisco)'. The main header shows 'New Transfers WH/OUT/00001' with buttons for 'Returns', 'Traceability', and 'Moves'. Below this, a status bar shows 'Draft', 'Waiting', 'Ready', and 'Done'. A 'Send message' button is also visible. The main content area displays the transfer details for 'WH/OUT/00001'.

Transfer Details:

- Delivery Address: Wood Corner
- Operation Type: YourCompany: Delivery Orders
- Scheduled Date: Oct 22, 4:27 PM
- Effective Date: Oct 23, 1:29 AM
- Source Document: outgoing shipment

Operations:

Product	Demand	Quantity
[FURN_8855] Drawer	15.00	15.00

Activity:

- Mitchell Admin 1:30 AM:** Forced cancel by Mitchell Admin. Reason: Wrong customer: the goods never left the warehouse. State: Done → Done reversed by return WH/IN/00010 (validated).
- Mitchell Admin 1:29 AM:** Ready → Done (Status).
- OdooBot Yesterday at 4:27 PM:** Transfer created.

After the operation: the Returns smart button shows the new return and the chatter says what happened.

Important: A done transfer can be reversed only once. A second attempt is refused. If a return must be validated by hand (for example tracked products that need lots you must choose), the module tells you and stops.

10. Manufacturing orders

In plain words: With Manufacturing installed, the second module `taqnix_force_cancel_reset_mrp` adds the same two buttons to manufacturing orders.

Manufacturing Operations Products Reporting Configuration

New Manufacturing Orders WH/MO/00005

Traceability Product Moves Overview

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Unbuild Force Cancel / Unbuild Draft Confirmed Done Send message Log note Activity

WH/MO/00005

Product [FURN_8855] Drawer Start Date Oct 8, 4:45 PM

Quantity 5.00 / 5.00 To Produce Responsible OdooBot

Bill of Material PRIM-ASSEM: [FURN_8855] Drawer

Lot/Serial Number 0000000000030

Components Work Orders Miscellaneous

Product	To Consume	Consumed
[FURN_2100] Drawer Black	5.00	0.00
[FURN_5623] Drawer Case Black	5.00	0.00

Oct 22, 2026

OdooBot Yesterday at 4:45 PM
Manufacturing Order created

A done manufacturing order: Odoo offers Unbuild, the module adds Force Cancel / Unbuild.

Manufacturing Operations Products Reporting Configuration

New Manufacturing Orders WH/MO/00005

Traceability Product Moves Overview

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Unbuild Force Cancel / Unbuild Draft Confirmed Done Send message Log note Activity

WH/MO/00005

Product [FURN_8855] Drawer Start Date Oct 8, 4:45 PM

Quantity 5.00 / 5.00 To Produce Responsible OdooBot

Bill of Material PRIM-ASSEM: [FURN_8855] Drawer

Lot/Serial Number 0000000000030

Components Work Orders Miscellaneous

Product	To Consume	Consumed
[FURN_2100] Drawer Black	5.00	0.00
[FURN_5623] Drawer Case Black	5.00	0.00

Force cancel / reset

Administrator tool. This overrides the normal workflow. Read what will happen below.

Document type Manufacturing Order

Selected records 1

Mode

☐ Reset to draft

☒ Cancel

Reason Components were consumed from the wrong warehouse.

WHAT WILL HAPPEN

⚠ WH/MO/00005 is Done. It will be reversed with an unbuild of the produced quantity: the finished product leaves stock and the components come back. The order itself stays Done.

I understand this changes accounting or stock records ☒

Apply Cancel

A done order is reversed by an unbuild of the produced quantity.

State of the order	Result
Confirmed, In progress	Work orders and stock moves are cancelled (or reset to draft). Components are released.
Done	An unbuild of the produced quantity is created and validated: the finished product leaves stock and the components come back. The order stays Done and the unbuild is linked.

Important: If the finished product is no longer in stock (it was already sold), the unbuild cannot be done and nothing is changed. Reverse the delivery first.

11. The audit log

In plain words: Every forced change is written to **Settings → Force Cancel / Reset Log** and to the chatter of the document. The log cannot be edited or deleted from the interface.

Settings

General Settings

Users & Companies

Force Cancel / Reset Log

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My Company (San Francisco)

Force Cancel / Reset Log

Q Search...

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☐ Date	Done by	Document type	Document	Mode	State before	State after	Reason
☐ Oct 23, 1:30 AM	Mitchell Admin	Customer Invoice	INV/26-27/0006	Cancel	Posted	Cancelled	Duplicate of INV/26-27/0005, posted twice by mistake.
☐ Oct 23, 1:30 AM	Mitchell Admin	Customer Invoice	INV/26-27/0005	Reset to draft	Posted	Draft	Customer asked for a different billing address.
☐ Oct 23, 1:30 AM	Mitchell Admin	Customer Invoice	INV/2026/00008	Reset to draft	Posted	Draft	Wrong tax applied: re-issue after fixing the tax mapping.
☐ Oct 23, 1:30 AM	Mitchell Admin	Delivery Orders	WH/OUT/00001	Cancel	Done	Done	Wrong customer: the goods never left the warehouse.
☐ Oct 23, 1:29 AM	Mitchell Admin	Customer Invoice	INV/2026/00004	Reset to draft	Posted	Draft	Posted on the wrong date - the customer asked us to re-issue it.

The log: who, which document, what mode, state before and after, and the reason.

Column	Meaning
Date / Done by	When and who
Document type / Document	For example Customer Invoice INV/2026/00008
Mode	Reset to draft or Cancel
State before / after	The state of the document, before and after
Reason	The text typed in the window

In plain words: Open a line and press **Open document** to jump to the record. You can group the log by user, document type or day, and search by document or reason.

12. What it does not do

Not covered	Why / what to do instead
Entries in a locked period	Odoo's fiscal lock dates are respected. Change the lock date (as an authorised user), then run the tool.
Hashed (inalterable) entries	Locked by law in some countries. Create a credit note instead.
Invoices accepted by a tax authority	They need a cancellation request through the e-invoicing app first.
Bank statement lines already matched	Un-match them in the bank reconciliation first.
Changing quantities of a done transfer	The module reverses it. Create a new transfer with the right quantities.

In plain words: The module is a power tool. Use it for mistakes, not as part of a normal workflow.

13. For developers

In plain words: Skip this chapter if you only use the module.

Item	Details
Mixin	<code>taqnix.force.mixin</code> : add it to a model and implement the two hooks below.
<code>_tx_force_preview(mode, options)</code>	Returns <code>[(level, text)]</code> shown in the window. Level: info, warning, danger.
<code>_tx_force_apply(mode, options)</code>	Does the work on one record and returns a short text for the log.
<code>_tx_force_doc_label()</code>	Name shown for the document type.
Group	<code>taqnix_force_cancel_reset.group_force_cancel_reset</code>

```
class SaleOrder(models.Model):
    _name = 'sale.order'
    _inherit = ['sale.order', 'taqnix.force.mixin']

    def _tx_force_apply(self, mode, options=None):
        self.action_cancel()
        return 'cancelled'

# then add a button calling action_tx_force_wizard with context {'tx_mode': 'cancel'}
```

14. Troubleshooting

Problem	What to do
I do not see the red buttons	You are not in the group Force Cancel & Reset to Draft , or you need a page reload.
"Only users in the ... group can do this"	Same cause: ask an administrator to add you to the group.
"Please give a reason"	The reason must have at least 5 characters.
The window says the entry is locked (hashed)	The entry is inalterable. Create a credit note.
A fiscal-lock-date message appears	The invoice is in a closed period. Ask an adviser to move the lock date.
The unbuild or return needs a manual step	Stock is short or lots must be chosen. Do it by hand from the document; nothing was changed.

15. Updating and removing

Replace the folders with the new version, restart Odoo and run `-u taqnix_force_cancel_reset`. To remove it, uninstall `taqnix_force_cancel_reset` from Apps (the manufacturing module goes with it). The buttons disappear. The log is deleted with the module, so export it first if you need it. The chatter notes stay as ordinary notes.

16. Support

Installation help and bug fixes are included for 6 months, with lifetime updates. Contact us through the marketplace page where you bought the module or write to **support@taqnix.com** with your Odoo version and a screenshot.

Changelog

1.0.0 – Initial release

- Force Reset to Draft and Force Cancel for invoices, bills, journal entries and transfers, from the form and as a bulk list action
- Reconciliations undone automatically, optional cancellation of linked payments
- Done transfers reversed with an automatic validated return
- Add-on module for manufacturing orders (cancel, reset, unbuild a done order)
- Own security group, mandatory reason, preview of what will happen, audit log and chatter note, Arabic translation, automated tests

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