

AR.020.050 – CANCELING AN INVOICE

Purpose	To cancel an invoice.
Description	This process involves accessing the invoice using the same steps as in creating a cash receipt, only deleting the Group Entry.
Security Role	BOR_AR_CRTE_RECV
Dependencies/ Constraints	None
Additional Information	Canceling an invoice involves accessing the Group ID under which the invoice was created and clicking the Delete Group button.

Procedure

Below are step by step instructions on how to search an invoice created under Group ID 200109824, and then click the Delete Group button to cancel the invoice.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Receivable link.
4.	Click the Pending Items link.
5.	Click the Online Items link.
6.	Click the Group Entry link.
7.	Click the Search button.
8.	Click the Group Action tab.
9.	Click the Delete Group button.
10.	Click the Yes button.
11.	Click the Return to Search button.
12.	Click the Search button.