

Delete or Cancel an Invoice

Scope

This procedure covers how to delete or cancel an invoice in SFA FMS Direct Loan Servicing (DLS) is used as an example, but the Process is the same for other program areas that enter manual invoices. Material covered in this procedure includes:

- Steps necessary to DELETE and invoice.

NOTE: Only invoices that have a status of “Never Approved” can be DELETED.

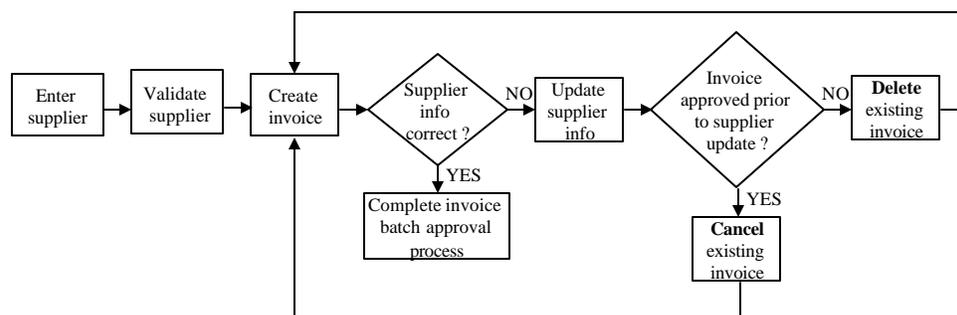
- Steps necessary to CANCEL an invoice.

NOTE: Only invoices that have a status of “Approved” and have not been paid (POSTED) can be CANCELLED.

NOTE: Once an invoice has been paid, it cannot be DELETED or CANCELLED.

High Level Flow Chart

The following flowchart depicts when an invoice can or should be deleted or cancelled:



NOTE: Once an invoice has been created, changes to supplier information do not flow into the existing invoice.

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NOTE: An invoice can be deleted only before it is approved. Once an invoice is approved, the invoice must be cancelled instead of deleted. The invoice number for a cancelled invoice cannot be re-used.

System References

N/A

Policy

N/A

Responsibility

SFA DLS Invoice User

SFA DLS Invoice Manager

Distribution

N/A

Ownership

N/A

Activity Preface

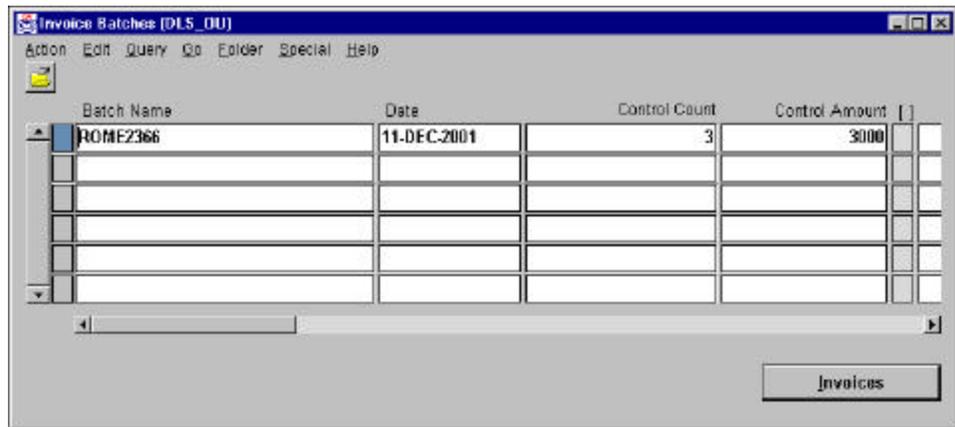
This activity is performed whenever you need to delete or cancel an invoice.

Inquiry [PROA0011]

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Delete an Invoice-SFA DLS Invoice User; SFA DLS Invoice Manager

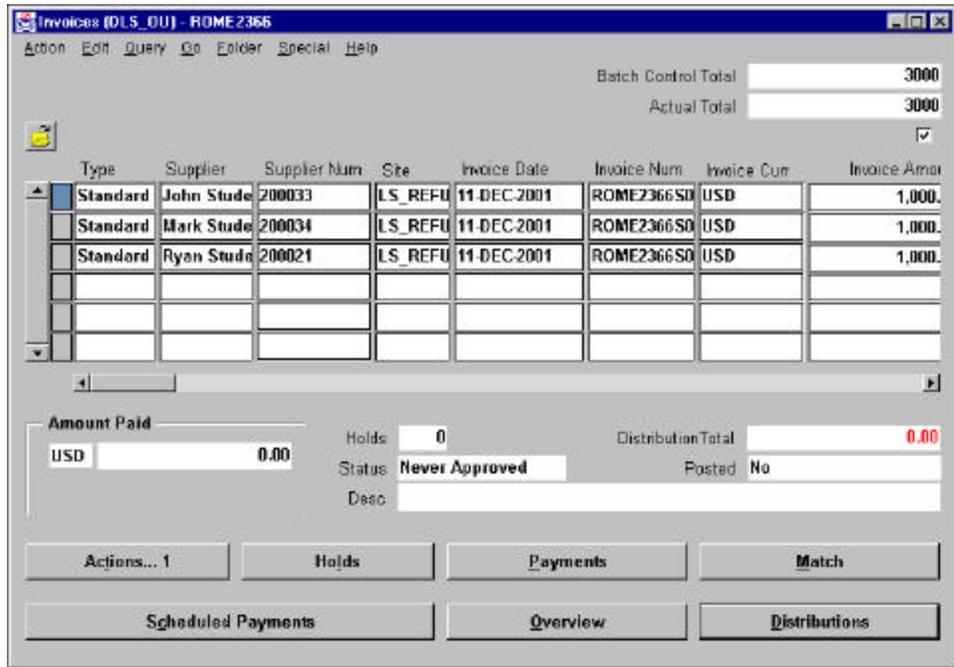
1. From the Invoice Batches window, place your cursor in the Batch Name field and run a query to pull up the desired batch. For specific instructions on how to run a query, click on the “Inquiries” link in the Activity Preface Section.



2. Click on the “Invoices” button and Invoices window appears. Highlight the invoice that you wish to DELETE. The status should be “Never Approved” and posted field will show “No.”

NOTE: This example uses Supplier = John Student.

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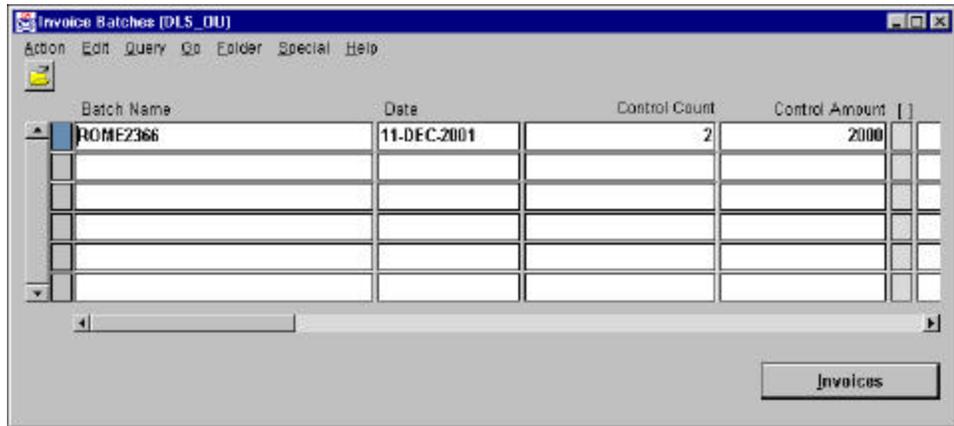
3. Click on the “Delete Record” icon (large red “X”) on the toolbar. A confirmation message appears stating “Delete 1 Records.”
4. Click “OK” to “Delete 1 Records.”
5. Click on the “Save” icon on the toolbar. The message bar will indicate that the “Transaction Is Complete.”



6. Close back out to the Invoice Batches window and you now have to adjust the “Control Count” and the “Control Amount” to match the “Actual Invoice Count” and “Actual Invoice Total” for the batch of invoices. Once the adjustment has been made, click on the “Save” Icon on the toolbar.

NOTE: For this example one invoice was deleted with a value of \$1,000. Therefore, the Control Count should be reduced from 3 to 2, and the Control Amount should be reduced from \$3,000 to \$2,000.

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Cancel an Invoice-SFA DLS Invoice User; SFA DLS Invoice Manager

- From the Invoice Batches window, place your cursor in the Batch Name field and run a query to pull up the desired batch. For specific directions on how to run a query, click on the “Inquiries” link in the Activity Preface Section.

NOTE: For this example, the Batch Name is ROME2367

- Click on the “Invoices” button and the Invoices window appears. Highlight the invoice that you wish to CANCEL. The status will be “Approved” and posted field should show “No.”

NOTE: If an invoice has been posted (paid) it can not be deleted or canceled.

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Invoices (DLS_DU) - ROME2367

Batch Control Total 2000
Actual Total 2000

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Cur	Invoice Amount
Standard	Mark Studs	200034	LS_REFU	12 DEC 2001	ROME2666S0	USD	1,000.
Standard	Ryan Studs	200021	LS_REFU	12 DEC 2001	ROME2666S0	USD	1,000.

Amount Paid USD 0.00
Holds 0
Status Approved
Distribution Total 1,000.00
Posted No

Actions... 1 Holds Payments Match

Scheduled Payments Overview Distributions

9. Click on the “Actions 1” button. The Invoice Actions window appears.

Invoice Actions

Cancel Invoices

Apply/Unapply Prepayment...

Pay in Full...

Release Holds

Hold Name

Release Name

Release Reason

Print Notice

Printer

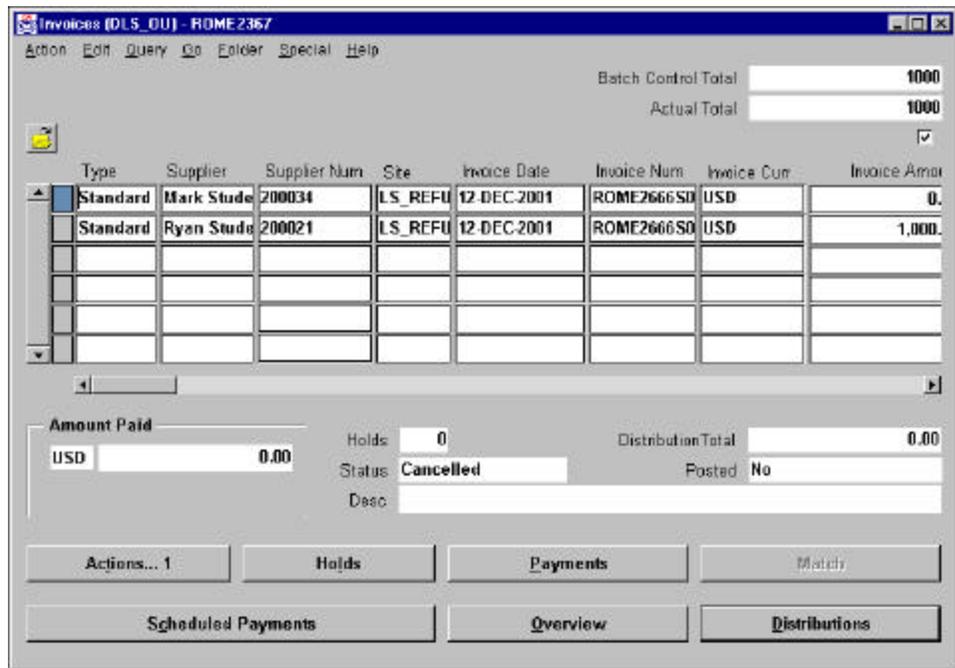
Sender Name

Sender Title

Cancel OK

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10. Place a check in the “Cancel Invoices” box, and then click on the “OK” button. A caution window appears.
11. Click “OK”. The Invoices window returns.
12. Verify that the Status has changed from “Approved” to “Cancelled.”



13. Click on the “Save” icon on the toolbar. The message bar will indicate that the “Transaction Is Complete.”



14. Close back out to the Invoice Batches window and you now have to adjust the “Control Amount” to match “Actual Invoice Total” for the batch of invoices. Once the adjustment has been made, click on the “Save” Icon on the toolbar.

NOTE: For this example one invoice was cancelled with a value of \$1,000. Therefore, the Control Amount must be reduced to \$1,000.

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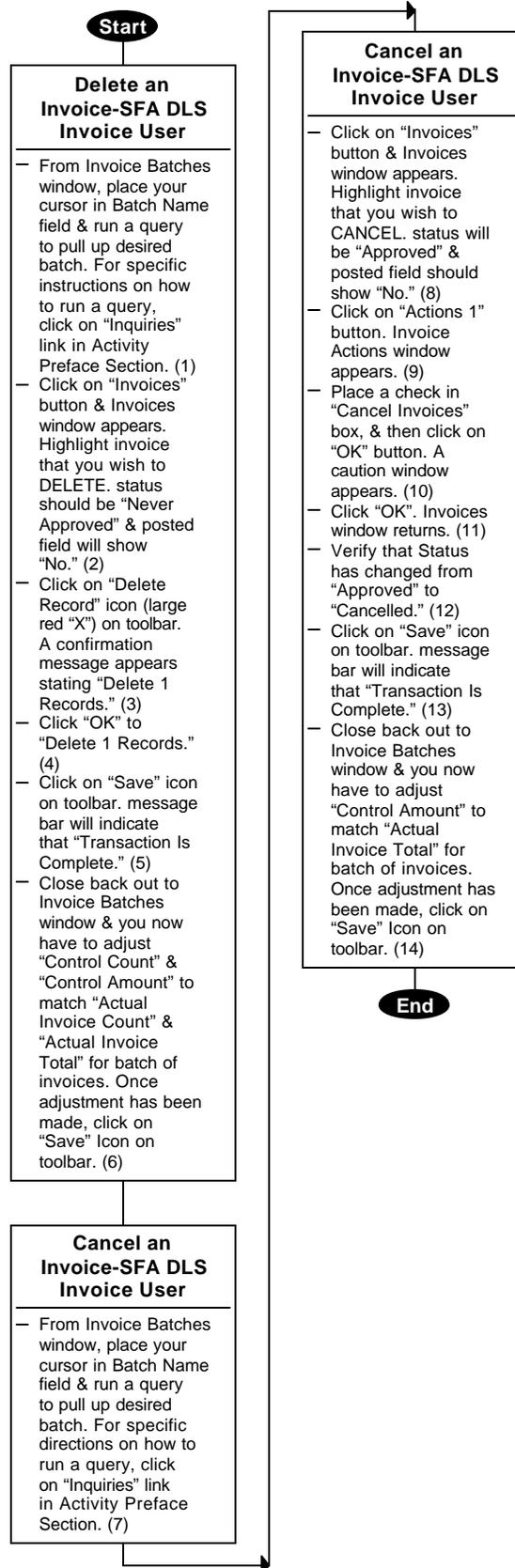
The Control Count remains the same for auditing purposes and should not be manually reduced.

Batch Name	Date	Control Count	Control Amount		
ROME2367	12-DEC-2001	2	1000		

Invoices

End of activity.

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