



Cancel an Approved, Released, or Accepted Sponsor Invoice

Use these instructions to cancel an approved, released, or accepted sponsor invoice.

Notes:

You cannot cancel an accepted invoice that has cash applied against it in Accounts Receivable (AR). You must unapply the cash receipt and then cancel the invoice. For more information, review the Cash Receipts Process Help document, **Move and Adjust Cash Receipts**.

You cannot have missing unreleased draft invoices that have a lower draft invoice number than the highest released draft invoice number. Release all draft invoices that have a lower draft invoice number, click the release button and save and then cancel the invoice. For more information, review the Accounts Receivable Process Help document, [Approve and Release an Invoice](#).

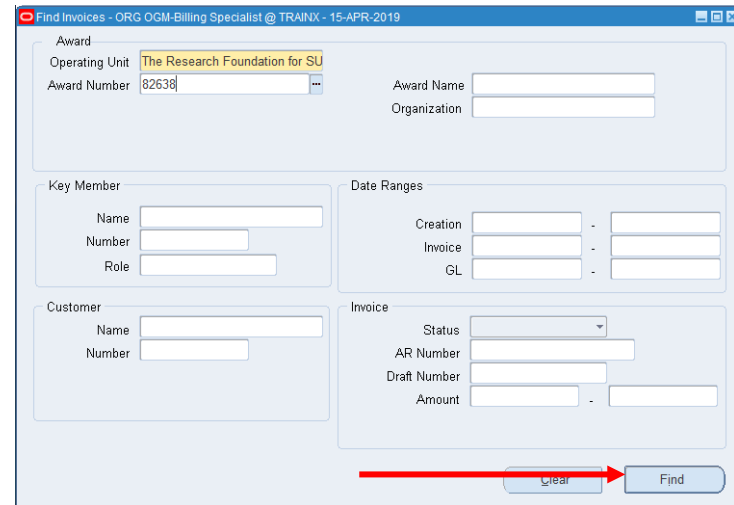
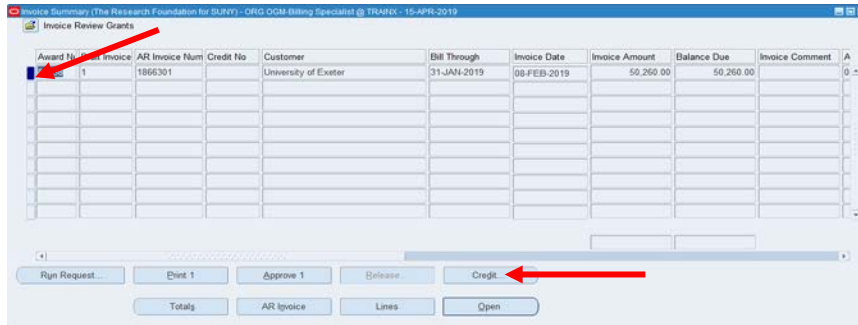
Prerequisites

- You must have the following responsibility to cancel a sponsor invoice:
 - ORG OGM - Billing Specialist
- A sponsor invoice must exist in Oracle.
- The invoice must have an invoice status of **Approved, Released, or Accepted**.
- All lower draft invoices must be released.
- An **Accepted** invoice must be free of any cash application.
- The award number of the invoice must be known.

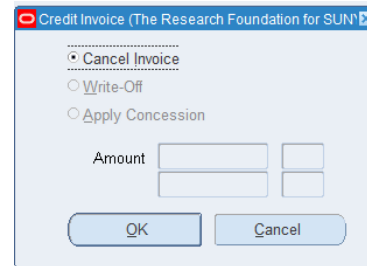
To cancel an approved, released, or accepted sponsor invoice:

1. Navigate to **Billing > Invoice Review** to open the **Find Invoices** form.
2. Enter the **Award Number**, click **Find** to open the **Invoice Summary** form.
3. Click the box next to the invoice that you need to cancel.

Note: You may need to use the vertical and horizontal scroll bars to locate the invoice that you need to cancel.



4. Click **Credit** to go to the **Credit Invoice** form.
5. Select the radio button next to the **Cancel Invoice** option.
6. Click **OK** to return to the **Invoice Summary** form.

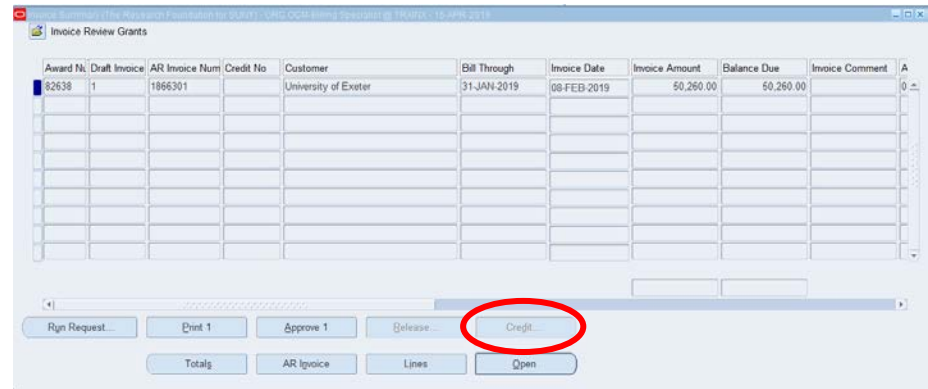


Notes:

The Credit button will be grayed out and no longer available.

Use the horizontal scroll bar to determine the AR Invoice number to find this invoice again in the future.

- 7. Click **File > Save** to save your changes.
- 8. Click **View > Requests**.
- 9. Click **Find**, view requests to determine if the cancelation **Completed**.
- 10. Click **View Output**.



```
Research Foundation for SUNY                                     Date: 15-Apr-19 10:01
                                                                Page: 1
Bill Through Date : 31-JAN-19                                Draft Invoice Generation Report
-----
Project Num      Invoice (Credited)      Customer/
                Agreement      Curr      Amount Pending Action
-----
82638            2 (1)                University of Exe(18853)/ 82638      USD      -50260.00 Release
                University of Exe(18853)
Research Foundation for SUNY                                     Date: 15-Apr-19 10:01
                                                                Page: 1
                                                                Draft Invoice Generation Exception Report
```

- 11. Return to the **Find Invoices** form.
- 12. Click **Find** to go to the **Invoice Summary** form.

Note: Use the horizontal scroll bar to view CANCEL in the **Invoice Comment** field of the invoice you canceled.

A new invoice summary line has now been created. The **Invoice Amount** field indicates a negative amount equal to the canceled invoice's amount.

- 13. Click the box next to the new negative invoice that has been generated to offset the amount of the canceled invoice.
- 14. Click **Release** to go to the **Release Invoice** form.

| Award Number | Grant Invoice | AR Invoice Num | Credit No | Customer | Bill Through | Invoice Date | Invoice Amount | Balance Due | Invoice Comment | A |
|--------------|---------------|----------------|-----------|----------------------|--------------|--------------|----------------|-------------|-----------------|---|
| 82638 | 1 | 1866301 | 1 | University of Exeter | 31-JAN-2019 | 08-FEB-2019 | 50,260.00 | 50,260.00 | CANCEL | 0 |
| 82638 | 2 | | 1 | University of Exeter | 31-JAN-2019 | 08-FEB-2019 | -50,260.00 | -50,260.00 | | 1 |

- 15. Click **OK** on the **Release Invoice** form.
- 16. Click **File > Save** to save your changes.
- 17. Click **File > Close Form**.

AR Invoice Number

Invoice Date 15-APR-2019

GL Date 30-APR-2019

GL Period Name April-19

GL Period Status Open

Exception

Credit Memo Reason

OK Cancel