## Add or Delete an Event - Process Help

Use these instructions to add or delete an event.

Prerequisites

- The award must be established with a billing distribution rule of event in the Award Management screen, compliance region of the Oracle Business system.
- You must have one of the following responsibilities to perform this task:
    - ORG OGM Billing Specialist
    - ORG Account Establishment Specialist
    - ORG Account Establishment Administrator
    - ORG Account Establishment Specialist with Budget Approval

To add or delete an event:

1. Navigate to **Awards** to open the **Find Awards** form.
2. Enter **Awards** or Awards, Templates in the Search For field.
3. **Enter the number of the award** for which you need to add or delete an event.
4. Click **Find** to open the **Award Management** form.

5. Click **Open** to open the Award.

6. Click on the **arrow to the right of the tabs** to view more tabs.
7. Click the Compliances tab.
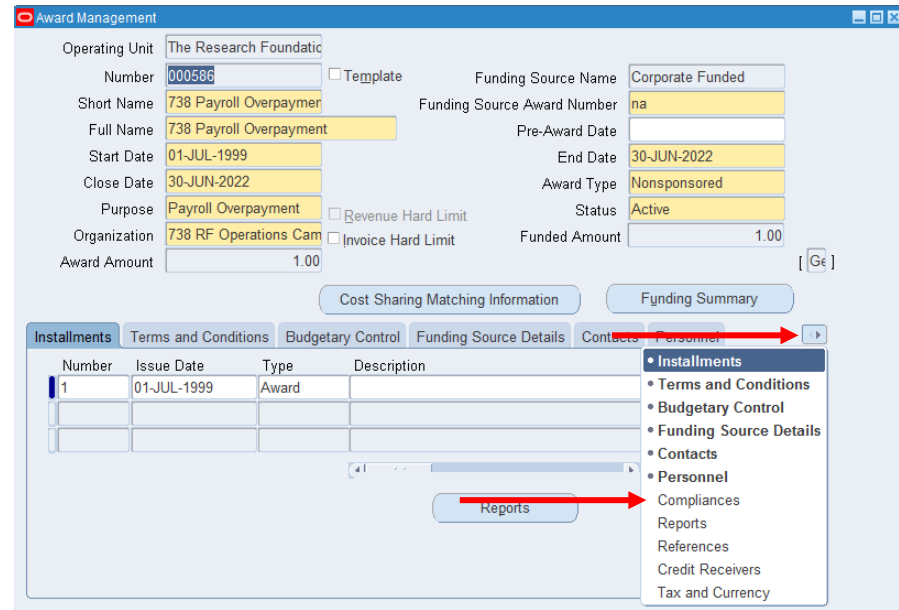
8. Click **Events** button to open the **Events** form.
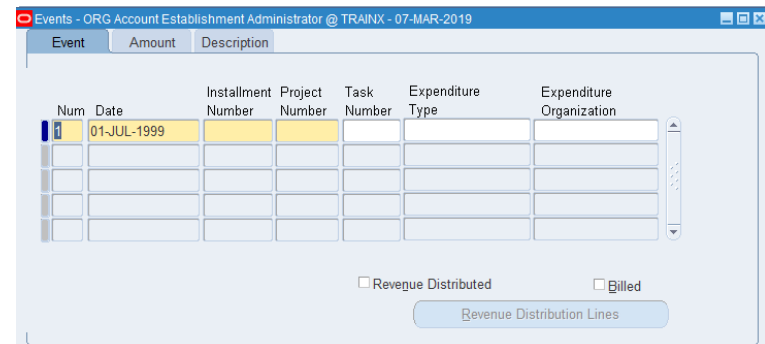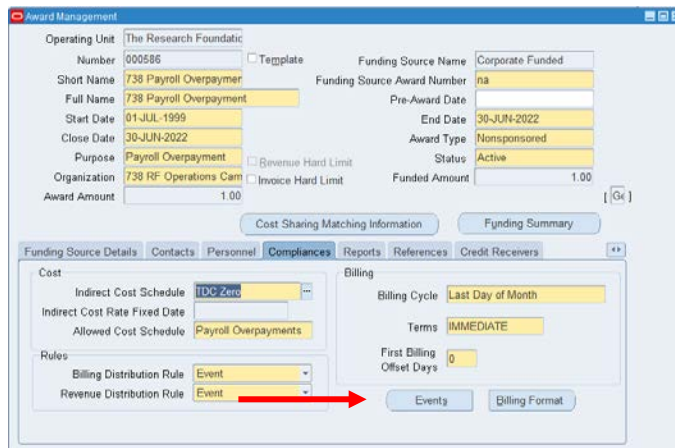
To add event, **click New** (Green Plus sign) on the toolbar or move to a blank line.

9. Enter the following fields:
    - **Date** – Enter the date of the event. This is the day in which the invoice will be generated.
    - **Installment Num** – enter the award installment number.
    - **Project Num** – Enter the project number associated with the event to be generated.
    - **Task Num** – Enter the task number associated with the event to be generated.
    - **Bill Amount** – Enter the amount for which the invoice should be created.
    - **Bill Hold** – Identified if the event should be held (Default is No and should not be changed).
10. Select **File > Save** to save your changes.
11. Select **File > Close Form**.

To delete an event with no invoice generated,

1. Select the event to be deleted.
2. Select **Edit > Delete Record**.
3. Click **File > Save.**
4. Select **File > Close Form**.

To delete an event with an associated invoice generated but not approved or released,

1. **Delete the invoice in the Invoice Review** form, then return to this procedure.
2. Select the event to be deleted.
3. Select **Edit > Delete**.
4. Click **File > Save**.
5. Select **File > Close Form**.

To delete an event with an associated released/accepted invoice,

1. **Cancel the invoice in the Invoice Review** form, then return to this procedure and continue.
2. Select the event to be deleted (zeroed out).
3. Change the amount to zero.

Note: AR invoices will continue to generate if the associated event still exists. When deleting events that have an associated AR invoice, the event must be deleted immediately after the AR invoice has been deleted or canceled in order to prevent the invoice from regenerating.

4. Select **File > Save**.
5. Select **File > Close Form.**