

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, <u>Approve and Release an Invoice</u>.

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.

Award No	P at Invoice	AR Invoice Num	Credit No	Customer		Bill Through	Invoice Date	Invoice Amount	Balance Due	Invoice Comment	
-	1	1866301		University of Exeter		31-JAN-2019	08-FEB-2019	50,260.00	50,260.00		
				1							
							_				
								-			
						3					
-											
(4)											
Due Dam	inst	Print 1		Approve 1	Release	Credit	4				

Find Invoices - OR	G OGM-Billing Specialist @ TRAINX -	15-APR-2019	
Award			
Operating Unit	The Research Foundation for SU		
Award Number	82638	Award Name	
		Organization	
– Key Member –		Date Ranges	
Name		Creation	· · · · · · · · · · · · · · · · · · ·
Number		Invoice	· · · · · · · · · · · · · · · · · · ·
Role		GL	· · · · · · · · · · · · · · · · · · ·
Customer		Invoice	
Name		Status	
Number		AR Number	
		Draft Number	
		Amount	- L
			Ciear Find

- 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.

Credit Invoice (The	Research Foundation for SUN
Cancel Invo	pice
े <u>W</u> rite-Off	
Apply Cond	cession
Amount	
<u>O</u> K	Cancel

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.

F	ovard NL	Draft Invoice	AR Invoice Num	Credit No	Customer		Bill Through	Invoice Date	Invoice Amount	Balance Due	Invoice Comm
	2638	1	1866301	1	University of Exeter		31-JAN-2019	08-FEB-2019	50,260.00	60,260.00	
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12	1					17					
đ	Ryn Requ	uest	Print 1		Approve 1	Belease	Credit				
			Totals		AR Igvoice	Lines	Qpen				

Research Foundat. Bill Through Date	ion for SUNY a : 31-JAN-19	Draft Invoice Gener	ation Report		Date: Page:	15-Apr-19 10:01 1
Project Num	Invoice (Credited)	Customer/ Bill To Customer	Agreement	Curr	Amount Pending	Action
82638	2 (1)	University of Exe(18853)/ University of Exe(18853)	82638	USD	-50260.00 Relea	зе
Research Founda	tion for SUNY	Draft Invoice Generation	Exception Rep	port	Date: Page:	15-Apr-19 10:01 1

- 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 N	In Fraft Invoice	AR Invoice Num	Credit No	Customer	Bill Through	Invoice Date	Invoice Amount	Balance Due	Invoice Comme
8267	1	1866301		University of Exeter	31-JAN-2019	08-FEB-2019	50,260.00	50,260.00	CANCEL
02638	2		1	University of Exeter	31-JAN-2019	08-FEB-2019	-50,260.00	-50,260.00	
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[4]				22228					
Run Re	quest	Print 1		Approve 1 Belease					

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

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siedse invoice (The Resea	
AR Invoice Number	
Invoice Date	15-APR-2019
GL Date	30-APR-2019
GL Period Name	April-19
GL Period Status	Open
Exception	2
Credit Memo Reason	
((2K Cancel