



Delete an Unapproved Sponsor Invoice

Use these instructions to delete a sponsor invoice that is not approved.

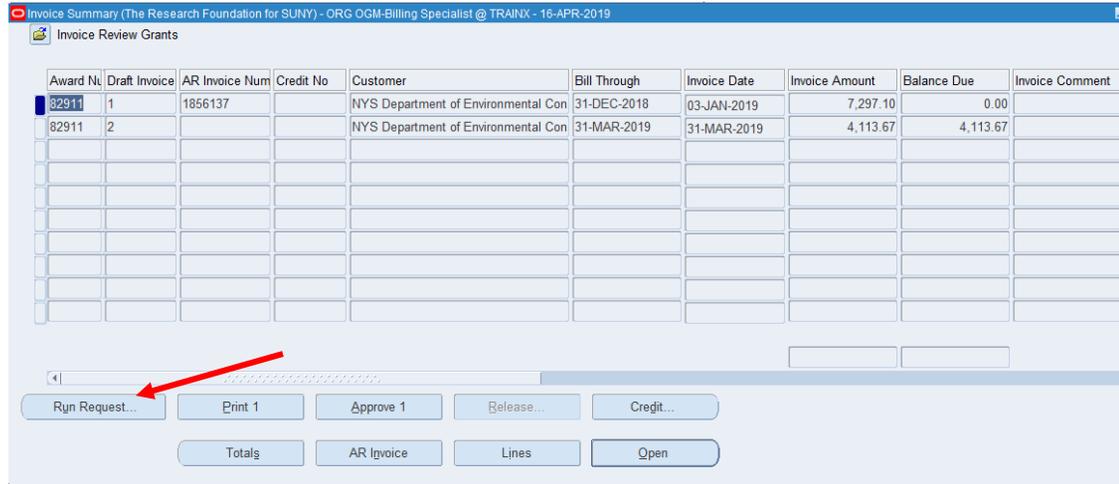
Note: If the invoice to delete has been generated from an event, then after deleting the unapproved invoice you must also delete the associated event on the award. If the event is not deleted, it will continue to generate an invoice.

Prerequisites

- You must have the following responsibility to delete an unapproved sponsor invoice:
 - ORG OGM Billing Specialist
- An unapproved sponsor invoice must exist in the business application.
- You must know the award number of the invoice.

To delete an unapproved sponsor invoice:

1. Click on **Billing > Invoice Review** to open the **Find Invoices** form.
2. Enter the **Award Number**, click **Find** to open the **Invoice Summary** form.
3. Click on the line of the unapproved invoice.
4. Click **Run Request** to open the **Run Process** form.



5. Select the radio button next to the **Delete Invoices** option.
6. Click **OK** to return to the **Invoice Summary** form. This deletes the invoice.
7. Choose **File > Save**. Return to the **Find Invoices** form. Click **Find**.
8. Check the list of invoices for the award, making sure the deleted invoice has been removed.

