

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:
 - o 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.

	Drait invoice	AR Invoice Num	Credit No	Customer	Bill Through	Invoice Date	Invoice Amount	Balance Due	Invoice Comm
82911	1	1856137		NYS Department of Environmental Con	31-DEC-2018	03-JAN-2019	7,297.10	0.00	
82911	2			NYS Department of Environmental Con	31-MAR-2019	31-MAR-2019	4,113.67	4,113.67	
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Run Process (The Research Foundation for SUNY)

Award Name 550-Evans-NYSDEC-FP540

Through Date 16-APR-2019

<u>Ο</u>K

Award Number 82911

O Include Cost and Revenue

 Regenerate Invoices Invoice only

O Include Revenue

○ Delete Invoices ◄

- 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.

Invoice Summary (The Research Foundation for SUNY) - ORG OGM-Billing Specialist @ TRAINX - 16-APR-2019										-		
S Invoice Review Grants												
/	Award Nu	Draft Invoice	AR Invoice Num	Credit No	Customer	Bill Through	Invoice Date	Invoice Amount	Balance Due	Invoice Comment		
8	32911	1	1856137		NYS Department of Environmental Con	31-DEC-2018	03-JAN-2019	7,297.10	0.00			
- Er												

Cancel (B)