

## AR.020.050 – CANCELING AN INVOICE

Purpose	To cancel an invoice.
Description	This process involves accessing the invoice using the same steps as in creating a cash receipt, only deleting the Group Entry.
Security Role	<b>BOR_AR_CRTE_RECV</b>
Dependencies/ Constraints	None
Additional Information	Canceling an invoice involves accessing the Group ID under which the invoice was created and clicking the Delete Group button.

## **Procedure**

Below are step by step instructions on how to search an invoice created under Group ID 200109824, and then click the Delete Group button to cancel the invoice.

<b>Step</b>	<b>Action</b>
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Accounts Receivable</b> link.
4.	Click the <b>Pending Items</b> link.
5.	Click the <b>Online Items</b> link.
6.	Click the <b>Group Entry</b> link.
7.	Click the <b>Search</b> button.
8.	Click the <b>Group Action</b> tab.
9.	Click the <b>Delete Group</b> button.
10.	Click the <b>Yes</b> button.
11.	Click the <b>Return to Search</b> button.
12.	Click the <b>Search</b> button.