



# CANCEL INVOICE OR CANCEL LINES

PTP

## QUICK REFERENCE GUIDE AP-35

### Purpose

The purpose of this Quick Reference Guide (QRG) is to provide a step-by-step explanation of how to Cancel Invoice or Invoice Lines in the North Carolina Financial System (NCFS).

### Introduction and Overview

This QRG covers the procedure of cancelling invoices.



#### User Tip:

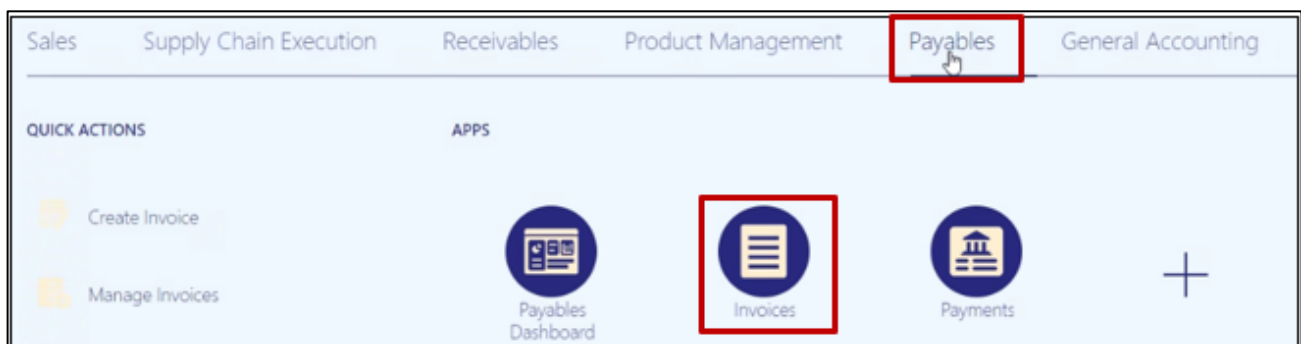
The following are prerequisites to Cancel Invoice or an invoice line:

1. Invoices should not be paid.
2. Invoices should not have any holds.
3. Invoice should not be in the PPR process - **If the invoice to be cancelled has been selected in a PPR, cancel the PPR first, then continue with the steps below.**

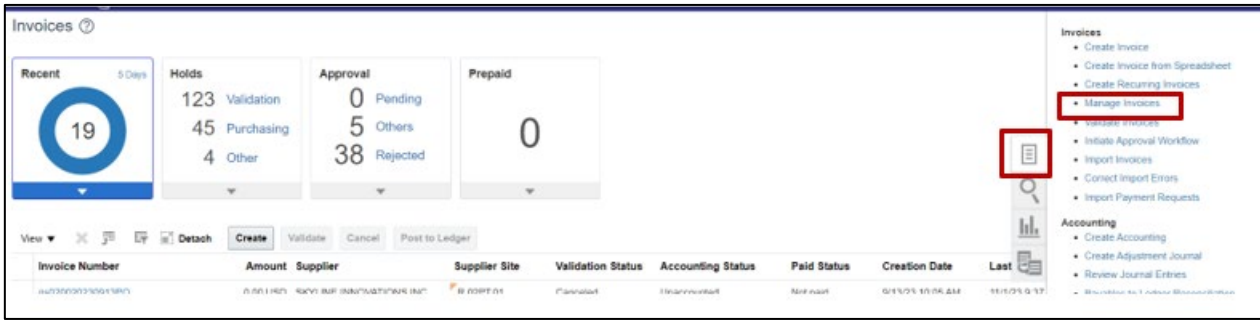
### Cancel Invoice

To cancel an invoice in NCFS, please follow the steps below:

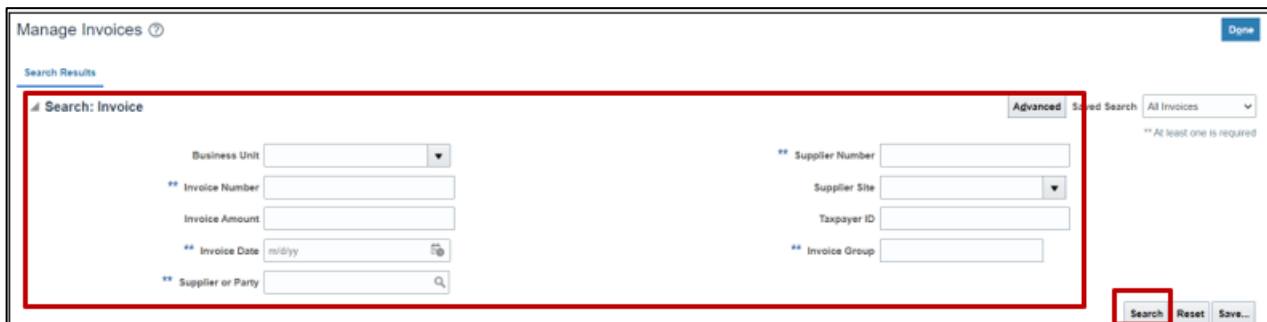
1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Payables** tab and then click the **Invoices** app.



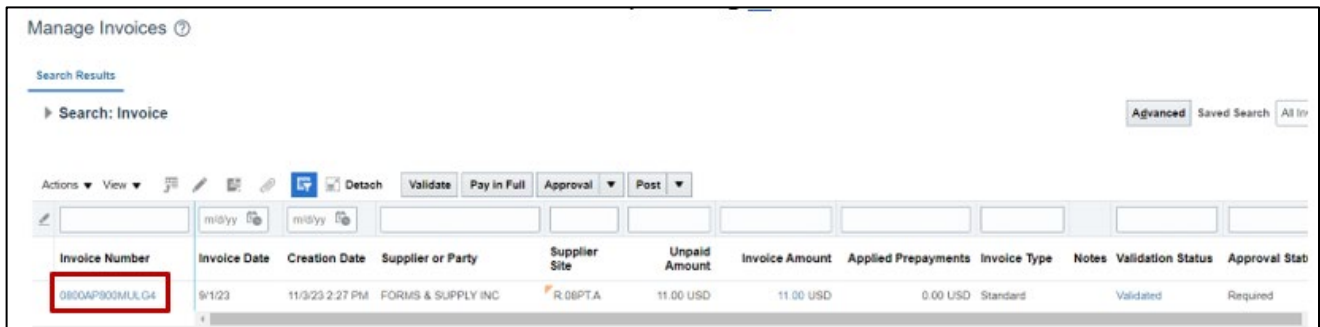
3. On the Overview page, click on the **Task** panel and select **Manage Invoices** function.



4. **Manage Invoices** page is displayed, enter the appropriate search criteria and click **Search**.



5. Select the invoice you would like to cancel by clicking in the **Invoice Number**.

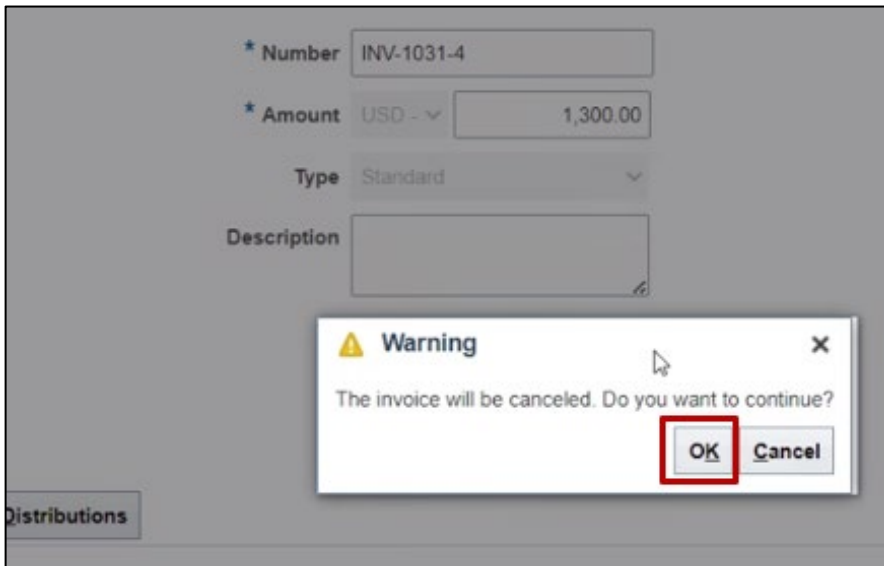


6. Click on Invoice Actions and select Cancel Invoice.

Note: Once the invoice is validated, you can only Cancel the invoice and not Delete it.



7. You will receive a warning message, click **OK**.



- The status of the invoice is now cancelled.

Note: The same invoice number cannot be used on another invoice even if the invoice is cancelled.

The screenshot shows the top portion of an invoice interface. At the top right, there is a blue button labeled 'Canceled' with a red box around it, next to 'Invoice Actions' and a 'Save' button. Below this, the invoice details are displayed in two columns. The left column includes: 'Number' (INV-1031-4), 'Date' (10/31/23), '\* Amount' (USD - US, Dollar, 0.00), 'Type' (Standard), and 'Description'. The right column includes: 'Payment Terms' (Immediate), 'Terms Date' (10/31/23), 'Requester', 'Attachments' (None with a plus icon), and 'Note' (with a document icon).

## Cancel Invoice Lines

- If you would like to cancel just the invoice lines, search for the invoice and navigate to the **Lines** section, select the line which needs to be cancelled and click on the **Cancel** button. Note: Once you cancel a line, make sure to update the header amount to match the line amount and revalidate the invoice.

The screenshot shows the 'Lines' section of the software. At the top left, the 'Lines' tab is selected and highlighted with a red box. Below it is a toolbar with buttons for 'View', 'Match Invoice Lines', 'Detach', 'Allocate', 'Cancel Line' (highlighted with a red box), and 'Distributions'. Below the toolbar is a table with columns for 'Number', 'Type', 'Amount', 'Distribution Set', 'Distribution Combination', 'Accounting Date', 'Prorate Across All Item Lines', 'Budget Date', and 'Status'. The first row of the table is highlighted with a red box and contains the following data: Number: 1, Type: Item, Amount: 1,300.00, Distribution Set: 1900-014556-52199015-0000000.00000, Accounting Date: 10/31/23, Budget Date: 10/31/23, Status: Reserved.

## Wrap-Up

Cancel invoice or invoice lines in NCFS using the steps above.

## Additional Resources

### Virtual Instructor-Led Training (vILT)

- AP101: Invoice Management