

CANCEL INVOICE OR CANCEL LINES



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.

Sales	Supply Chain Execution	Receivables	Product Management	Payables	General Accounting
QUICK ACT	IONS	APPS			
Cr	eate Invoice				
E. Ma	anage Invoices	Payables Dashboard	Invoices	Payments	+



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

Recent 5Days	Holds 123 Validation 45 Purchasing 4 Other	Approval O Pending 5 Others 38 Rejected	Prepaid O				III 0,	Involes Criste Invice for Spreadsheet Create Neuron Invices Create Recurring Invices Alanagae Invices Indiate Approval Voltave Import Invices Concel Import Enrors Import Payment Requests
Wew 🗙 🌫 🖙	E Detach Create Val	Idate Cancel Post to L	edger				<u>lıl.</u>	Create Accounting
Invoice Number	Amount S	upplier	Supplier Site Va	lidation Status Accounting Status	Paid Status	Creation Date	Last 🔚	 Create Adjustment Journal Review Journal Entries
aut2010123004380	0.001150 5	KYI INF INNOVATIONS INC	R norton Ca	Inarmontal Inarmontal	Mrk east	0/13/25 10/06 AM	11/1/23 0 37	- Branklas ta Loissa Branadistan

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

N	lanage Invoices ⊘						Dgne
	Search Results				_		
	⊯ Search: Invoice			Advanced Sa	red Search	All Invoices	~
						** At least one is	s required
	Business Unit	•	** Supplier Number				
	** Invoice Number		Supplier Site	•			
	Invoice Amount		Taxpayer ID				
	** Invoice Date	m/d/yy 🛱	** Invoice Group				
	** Supplier or Party	٩				_	
					Sec	arch Reset	Save

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

Manage Invoices (2											
Search Results												
Search: Invoice											Advanced Sa	ved Search All h
Actions View View	1 8 0	📴 🗟 Detac	ih Validate P	Pay in Full App	roval 💌	Post V						
Actions ♥ View ♥ 万	/ E. J	C Detac	ih Validate P	Pay in Full App	roval 🔻	Post V]		
Actions • View • 🧊	mioyy 5	Creation Date	th Validate F	Pay in Full App y Su	pplier e	Post Vinpaid	Invoice Amount	Applied Prepayments	Invoice Type	Notes	Validation Status	Approval Sta

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.

Edit Invoice: INV-1031-4	0				Validated	Invoce Actions	Save and Close
						Manage Installments	The Alex
✓ Invoice Header Show Man						Clack Events	CENTERN
Identifying PO		* Number	INV-1031-4			Validate	Chi+AR+V
Business Unit Supplier	1900 DEPARTMENT OF PUBLIC SAFETY FORMS & SUPPLY INC	* Amount	Lings : 4	1,300.00		Request Override	
Supplier Number	110344	Туре	Standard	8		Apply or Unapply Prepayn	nents
Supplier Site	R. 18PT.A	Description				Manage Holds Approval	
* Legal Entity	NC DEPARTMENT OF PUB			, k		View Approval and Notifica	ation History
Invoice Group						Cancel Invoice	
Junes () Math Invoke Line	* * 0					Delete Invoice	
Vev · + E X 7 5	Detach Allocate ¥ Cancel Line Di	istributions				Account in Draft	

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

* Amount	USD - V	1,300.00		
Туре		~		
Description				
_		le		
4	Warning			×
Т	he invoice will be	canceled. Do you	want to	continue?
			о <u>к</u>	Cancel

8. 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.

			Canceled Invoice Actions	Save
Number	INV-1031-4			
* Amount	USD - US Dollar	0.00	Date Payment Terms	10/31/23 Immediate
Type Description	Standard		Terms Date Requester Attachments	10/31/23
		4	Note	

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.

⊿ Lir	nes 🕐	Match Invoice Lines	~ o					D	
View Distribu	tion Budg	etary Control Refere	Detach A	chase Order Asset Proje	Distributions			-	
					Distribution			Budgeta	ry Control
	* Number	* Туре	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status
	1	Item	1,300.00		. 1900-014558-52199015-000000-00000	10/31/23 🚳	0	10/31/23	Reserved

Wrap-Up

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

Additional Resources

Virtual Instructor-Led Training (vILT)

• AP101: Invoice Management