



# 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:

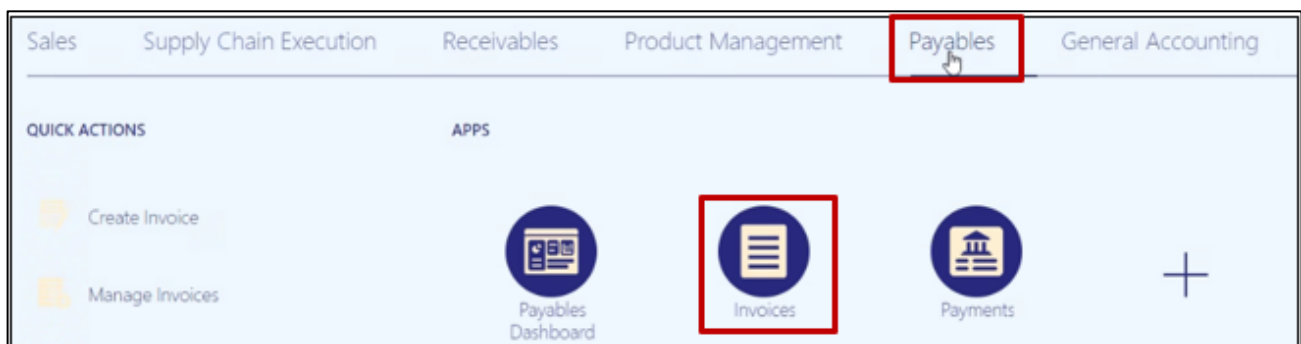
The following are prerequisites to Cancel Invoice or an invoice line:

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.



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

The screenshot shows the 'Invoices' overview page. On the right, a sidebar menu contains several options, with 'Manage Invoices' highlighted by a red rectangle. The main area displays several summary cards: 'Recent' with a value of 19, 'Holds' with 123 Validation, 45 Purchasing, and 4 Other; 'Approval' with 0 Pending, 5 Others, and 38 Rejected; and 'Prepaid' with 0. Below these are buttons for 'Create', 'Validate', 'Cancel', and 'Post to Ledger'. At the bottom, a table lists invoice details with columns for Invoice Number, Amount, Supplier, Supplier Site, Validation Status, Accounting Status, Paid Status, Creation Date, and Last.

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

The screenshot shows the 'Manage Invoices' search interface. A red rectangle highlights the search criteria fields, which include: Business Unit, Invoice Number, Invoice Amount, Invoice Date (m/d/yy), Supplier or Party, Supplier Number, Supplier Site, Taxpayer ID, and Invoice Group. To the right of these fields are 'Advanced' and 'Saved Search' tabs, and a dropdown menu for 'All Invoices'. Below the search criteria, there are 'Search', 'Reset', and 'Save...' buttons. The 'Search' button is highlighted with a red rectangle.

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

The screenshot shows the 'Manage Invoices' search results page. The search criteria are the same as in the previous screenshot. Below the search criteria, there is a table of results. The first row of the table is highlighted with a red rectangle, showing the following details: Invoice Number: 0800AP900MLX, C4; Invoice Date: 9/1/23; Creation Date: 11/3/23 2:27 PM; Supplier or Party: FORMS & SUPPLY INC; Supplier Site: R.08PTA; Unpaid Amount: 11.00 USD; Invoice Amount: 11.00 USD; Applied Prepayments: 0.00 USD; Invoice Type: Standard; Notes: Validated; Approval Status: Required.

- Click on Invoice Actions and select Cancel Invoice.

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

- 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 'Invoice Actions' menu with the 'Canceled' button highlighted by a red box. Other visible fields include: Number INV-1031-4, Date 10/31/23, \* Amount USD - US 0.00, Payment Terms Immediate, Terms Date 10/31/23, Type Standard, Description, Attachments None, and 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.

The screenshot shows the 'Lines' section with the 'Cancel Line' button highlighted by a red box. The table below shows the line details:

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status
1	Item	1,300.00		1900-014558-52159015-0000000-00000	10/31/23		10/31/23	Reserved

## Invoice Does Not Cancel

If the invoice does not cancel and displays “Needs Revalidation” it may be due to budget dates on the invoice distributions that are from a closed fiscal year. Follow the steps below to update the budget dates for the invoice distributions lines to cancel the invoice.

1. Edit the invoice: Click the Distributions button to open Manage Distributions from the Task Icon.

Line	Distribution	Type	Amount	Combination	Accounting Date	Description	Budgetary Control	Budget Date	Status
1	1	Item	319.95	0000-1002DW-000	11/1/23			10/26/23	Reserved
1	2	Item	319.95	0000-1002DW-000	3/25/25			10/26/23	Failed
2	1	Item	29.95	0000-1002DW-000	11/1/23			10/26/23	Reserved
2	2	Item	-29.95	0000-1002DW-000	3/25/25			10/26/23	Failed
3	1	Item	69.90	0000-1002DW-000	11/1/23			10/26/23	Reserved
3	2	Item	-69.90	0000-1002DW-000	3/25/25			10/26/23	Failed
4	1	Item	429.95	0000-1002DW-000	11/1/23			10/26/23	Reserved

2. Change the Invoice Line to All display lines.
3. Changed the failed budget dates to the current date under the Budget Date column.
4. Click Save and Close in the bottom right corner.
5. Once you have saved and closed, go to the top right corner, choose the drop-down from Invoice Actions and choose Cancel invoice. This will cancel the invoice with the updated budget dates.

## Wrap-Up

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

## Additional Resources

### Virtual Instructor-Led Training (vILT)

- AP101: Invoice Management