



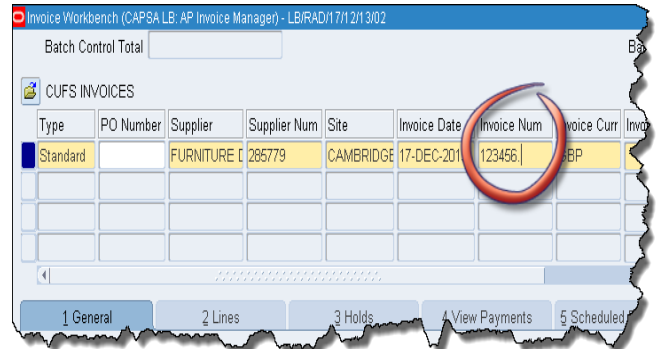
## Cancelling Invoices

In some scenarios it will be best to cancel an invoice; this could be due to a processing error, whereby the easiest option is to cancel the invoice.

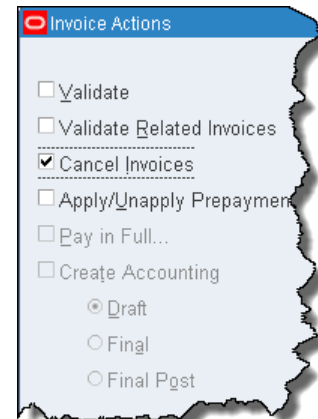
You can only cancel an invoice following these steps if the invoice is not yet accounted and has not yet been paid. If you are unable to cancel an invoice please contact the AP help desk.

- a) Click in the **Invoice** number field
- b) Enter a **Full Stop** at the end of the invoice number.

*This is to make the invoice number unique as CUFS will not allow an invoice to be processed to the same supplier with the same invoice number.*



- c) Click on **Actions ... 1** to complete the cancellation process
- d) Click in the **Cancel Invoices** box
- e) Click **OK**. A caution message will display confirming cancellation.



- f) Click **OK**. Invoice status should be showing as cancelled.

