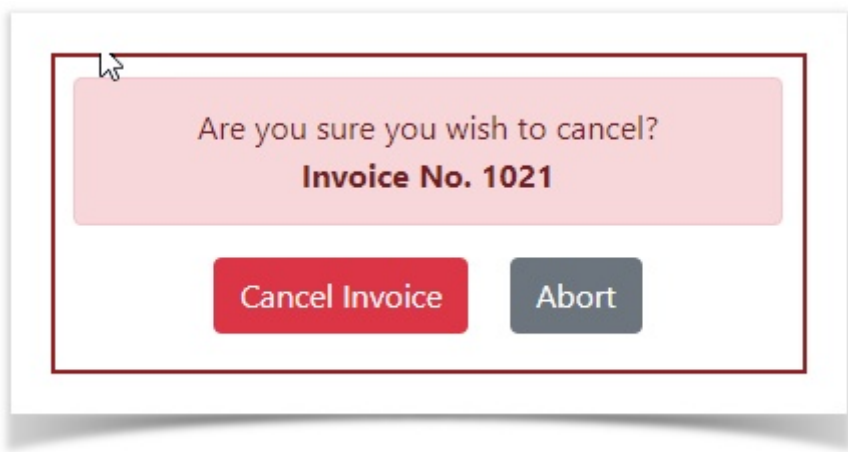


Cancelling an Invoice

Cancelling an Invoice

Note: If you have issued an invoice then the company would like users removed or changes made, you **MUST** cancel the invoice from the **Invoice Search** page. If you don't it will show up twice as revenue for that month and **both** invoices will be due for payment. You cannot remove invoices directly from users payment tabs.

If you wish to cancel and invoice click the **cancel** button. The following prompt will display.



Click '**Cancel Invoice**' and the invoice will now show up as Cancelled on the report.

Lot Lilac - Daily Reserved									
#	Account	Invoice	Billing Date	Due Date	Permits	Parking	Tax	Total	Status
	Voula Costa	1021	May 24 2018	Jun 23 2018	1	\$250.00	\$32.50	\$282.50	Cancelled
197102	Jones Windows	1019	May 24 2018	Jun 23 2018	2	\$500.00	\$65.00	\$565.00	Unpaid <button>Cancel</button>
2574141	OPS-COM Corp	1020	May 24 2018	Jun 23 2018	1	\$250.00	\$32.50	\$282.50	Unpaid <button>Cancel</button>

Make your changes as required to the permits and users then go back to Prepare Invoices. That company should be there to reissue as long as the changes you made are not further back than a year.

Revision #1

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