

Deleting an Invoice

Fri, Jan 19, 2024 [List Unapproved Invoices](#)

In cases where the Invoice is no longer needed, it is possible to delete it from the system. To delete an Invoice, it needs to be either be in Unapproved or Rejected. Click the "Delete" button shown below.

Actions

Edit

Delete

Invoices > View Invoice >

View Invoice

Type Invoice

Work Order Number 7610028

Document	Type
example	Invoice & Worksheet

View

Date Submitted 27/05/2016

Invoice Number 123456

Tax Point 27/05/2016

Call Out Fee 40.00

Time on Site Cost 500.00

Labour Cost 540.00

Parts Cost 500.00

Plant/Equip/Misc Cost 0.00

Net 1,040.00

Tax 208.00

Gross 1,248.00

Unapproved Reason(s)

• Attendance cost query

• Parts cost query

• Time on site cost query

History

Unapproved Reasons Ostaras System

07/06/2021 22:30

Changed

Unapproved Birmingham Helpdesk

27/05/2016 16:11

Created

Birmingham Helpdesk

27/05/2016 16:11

Note: This button will only be available to resources with the "Can Delete Invoice" permission on.

Clicking the "Delete" button will display a pop-up message on the screen asking "Are you sure you wish to delete this invoice?". Clicking "Yes" will delete the Invoice whilst clicking "Cancel" will stop the delete action.

Home

Catalogues

Asbestos

Assets

FAQ

Invoices

instance1-demo-ostara.ostarasystems.net says

Are you sure you wish to delete this invoice?

OK

Cancel

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View Invoice

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Unapproved Reason(s)

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Delete

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Note: Once the Invoice have been deleted, the Unapproved Invoices List will be displayed again.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=556>