Deleting an Invoice



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.

Invoices > View Invoice >										
Actions «	View Invoice				History					
	Туре Work Order Number	Unapproved Reaso Changed Unapproved Created	ns Ostara System Birmingham Helpdesk Birmingham Helpdesk	07/06/2021 22:30 27/05/2016 16:11 27/05/2016 16:11						
Edit		Document	Туре							
		example	Invoice & Worksheet	View						
	Data Submitted	27/05/2016								
	Date submitted	27/05/2016								
Delete	Invoice Number	123456 🔍								
	Tax Point	27/05/2016 👽								
	Call Out Fee									
	Time on Site Cost	Time on Site Cost 500.00 🚯								
	Labour Cost	Labour Cost 540.00								
	Parts Cost									
	Plant/Equip/Misc Cost									
	Net									
	Тах	208.00								
	Gross	1,248.00								
	Unapproved Reason(s)	Attendance cost query Parts cost query Time on site cost query								

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.

Ostara systems								instance1-demo-ostara.ostarasystems.net says Are you sure you wish to delete this invoice? OK Cancel			
Home	Jo	obs	Catalogues	Asbestos	Assets	FAQ	Invoices				_
Invoices > View Invoice >											
Actions	«	View Inv	pice								
		Type Invoice Work Order Number 7610028									
Edit				D	ocument			1	Туре		
				e	ample			l	Invoice & Worksheet	View	
	/		Date	Submitted 27	/05/2016						
Delete		Invoice Number 123456 🕕									
		Tax Point 27/05/2016									
		Call Out Fee 40.00 👽									
		Labour Cost 540.00									
		Parts Cost 500,00									
		Plant/Equip/Misc Cost 0.00									
		Net 1,040.00									
				Tax 20	00.8						
				Gross 1,2	48.00						
			Unapproved	l Reason(s)	 Attendance co Parts cost que Time on site c 	ost query ry ost query					

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