Deleting an Invoice and Attachment
Table of Contents
Deleting an Invoice ................................................................................................................................. 2
Deleting a Claim ..................................................................................................................................... 3
Deleting an Attachment ............................................................................................................................ 5
Deleting an Invoice

Below are step-by-step instructions to delete an invoice, an attachment, and a claim. Note: If the invoice has an attachment linked to it, the attachment must be deleted first before the invoice can be deleted.

1. From the dropdown menu on the Search Grants page, select the type of Grant for the claim whose invoice you would like to delete (for example, FFVP-Oct-Jun Operating-596). Locate the claim from the List of Requests.

2. Click the Paper icon to open the claim. The Invoice page (tab) appears.

3. Look for the Invoice you would like to delete in the Invoice List. Click the Delete icon in the Attach. column.
4. The system generates a message. Click Ok.

The Invoice is removed from the Invoice List. **Note:** If an attachment was previously added to the invoice, the attachment must first be deleted. Please follow the steps for **Deleting an Attachment**, then continue with **Deleting an Invoice** and **Deleting a Claim**.

Deleting a Claim (Last Step Only If Deleting the Entire Claim)

5. Once all attachments and all invoices have been deleted, click the Grants tab. On the Grants page/tab, the line item representing the claim in the List of Requests will need to be removed to fully delete a claim in SNO.
6. The Grants page/tab appears, displaying the List of Requests. At this point, the line item will just reflect the empty “shell” of the claim that was originally created, and the Requested Amount field will be blank. Click the Delete icon for the line item (claim) that needs to be deleted.

7. A confirmation message appears asking, “Do you want to delete this grant?”

8. Click the OK button. The grant (claim) is removed from the List of Requests.
Deleting an Attachment

1. If an attachment was added to the invoice, the system will generate a message, “An attachment exists for this invoice.” Click the attachment icon (paper clip).

2. The Attachment page (tab) appears, displaying the file(s) in the Attachment List section. Click the Delete icon for the invoice you wish to delete.

3. A message appears, “Do you want to delete the attachment?”
4. Click **Ok**. The file is removed from the **Attachment List** section. Repeat this until all applicable attachments for the invoice have been removed. Then, follow the steps for deleting the invoice.