



# Deleting an Invoice and Attachment

SCHOOL NUTRITION ONLINE

GEORGIA DEPARTMENT OF EDUCATION – SCHOOL NUTRITION ONLINE  
(SNO)

## 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**.


The screenshot shows the 'Invoice Application' interface. At the top, there are search filters for Fiscal Year (2018), Grant (Equipment Grant - 658), and System Name. Below this is a table titled 'List of Requests' with the following data:

System	Grant Name	Fund Month	Request Status	Status	Requested Amount	Approved Amount	Approved Date
[Redacted]	Equipment Grant - 658	06/2018	New	Revision Requested (Bookkeeper or Director access Only)	\$100.00		

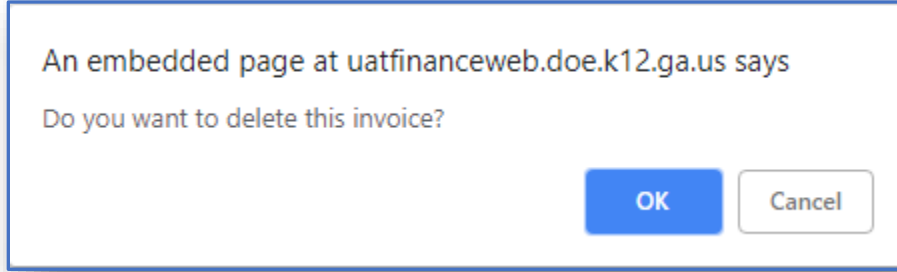
2. Click the **Paper icon**  to open the claim. The **Invoice** page (tab) appears.

The screenshot shows the 'Invoice Application' interface with the 'Invoice' tab selected. It displays 'Grant Details' including Status (Revision Requested), Fiscal Year (2018), System, Grant (Equipment Grant - 658), Grant Period (October - 2017 to June - 2018), and Request of Fund for Period (June - 2018). It also shows State Project Number (001), LEA Fund Code (600), LEA Program Code (1850), Approved Budget (\$35,174.50), and Funds Received (\$0.00). Below this is a table titled 'Invoice List' with the following data:

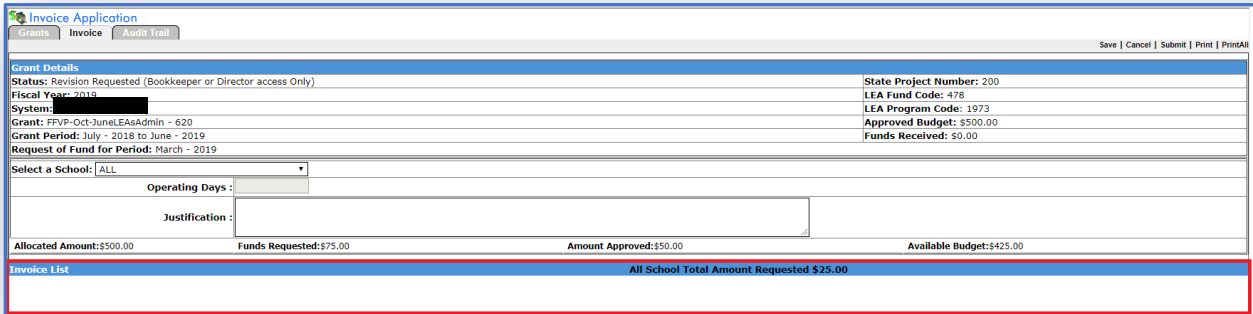
School ID	Invoice Type	Invoice No.	Vendor Name	Invoice Date	Invoice Amount	Other Sources	Amount Requested	Amount Approved	Reimbursement Type	Attach.	Comm.
[Redacted]	New	03216	Sunny	10/16/2018	\$100.00	\$0.00	\$100.00	\$0.00	Other		

3. Look for the Invoice you would like to delete in the **Invoice List**. Click the **Delete icon**  in the **Attach.** column.

- The system generates a message. Click **Ok**.

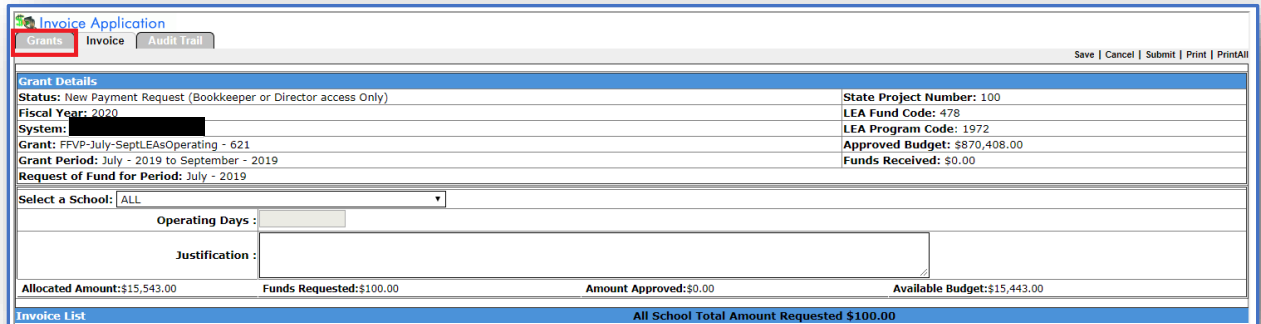



The **Invoice** is removed from the **Invoice List**. **Note:** If an attachment was previously added to the invoice, the attachment must first be deleted. Please follow the steps for **Deleting an Attachment**, then continue with **Deleting an Invoice** and **Deleting a Claim**.

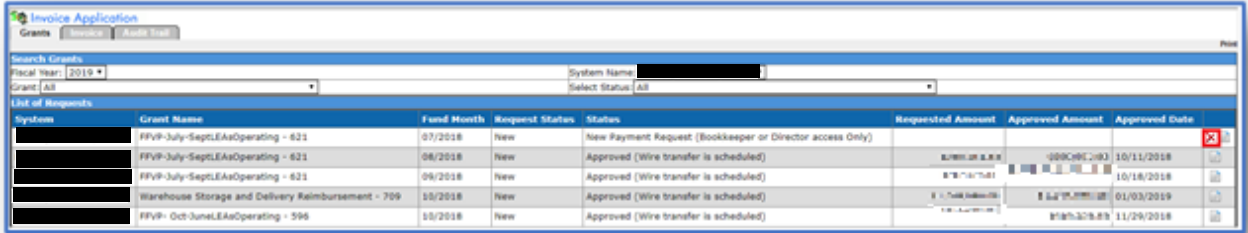


## Deleting a Claim (Last Step Only If Deleting the Entire Claim)

- 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.

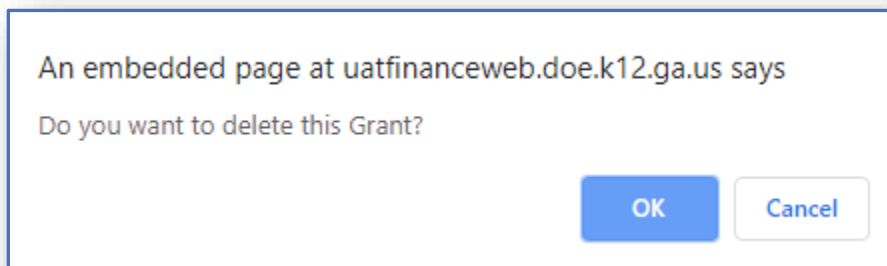


- The **Grants** page/tab appears, displaying the **List of Requests**. At this point, the line item will just reflect the empty “shell” of the claim that was originally created, and the **Requested Amount** field will be blank. Click the **Delete**  icon for the line item (claim) that needs to be deleted.

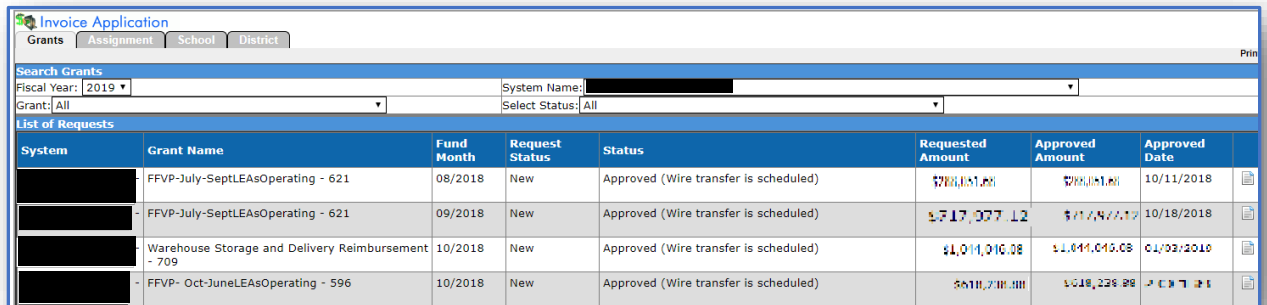


System	Grant Name	Fund Month	Request Status	Status	Requested Amount	Approved Amount	Approved Date
	FFVP-July-SeptLEAsOperating - 621	07/2018	New	New Payment Request (Bookkeeper or Director access Only)			
	FFVP-July-SeptLEAsOperating - 621	08/2018	New	Approved (Wire transfer is scheduled)	\$228,051.80	\$228,051.80	10/11/2018
	FFVP-July-SeptLEAsOperating - 621	09/2018	New	Approved (Wire transfer is scheduled)	\$717,077.12	\$717,077.12	10/18/2018
	Warehouse Storage and Delivery Reimbursement - 709	10/2018	New	Approved (Wire transfer is scheduled)	\$1,011,010.08	\$1,011,010.08	01/02/2019
	FFVP- Oct-JuneLEAsOperating - 596	10/2018	New	Approved (Wire transfer is scheduled)	\$610,708.00	\$610,708.00	11/29/2018

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




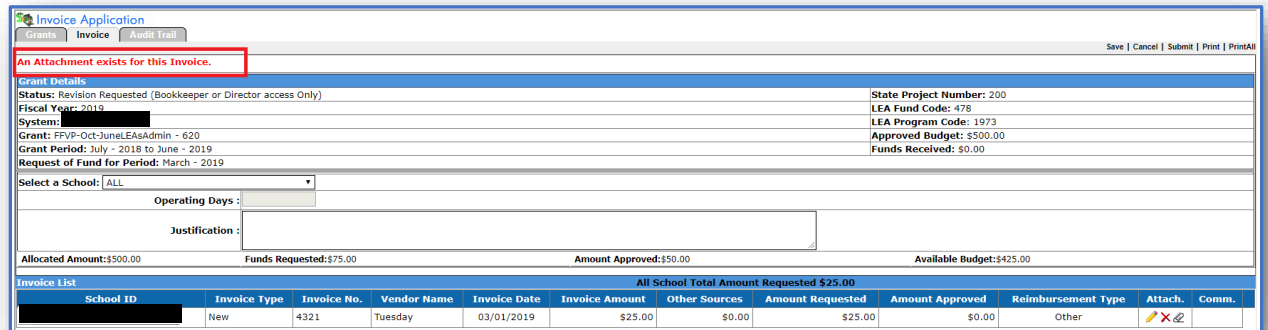
- Click the **OK** button. The grant (claim) is removed from the **List of Requests**.




System	Grant Name	Fund Month	Request Status	Status	Requested Amount	Approved Amount	Approved Date
	FFVP-July-SeptLEAsOperating - 621	08/2018	New	Approved (Wire transfer is scheduled)	\$228,051.80	\$228,051.80	10/11/2018
	FFVP-July-SeptLEAsOperating - 621	09/2018	New	Approved (Wire transfer is scheduled)	\$717,077.12	\$717,077.12	10/18/2018
	Warehouse Storage and Delivery Reimbursement - 709	10/2018	New	Approved (Wire transfer is scheduled)	\$1,011,010.08	\$1,011,010.08	01/02/2019
	FFVP- Oct-JuneLEAsOperating - 596	10/2018	New	Approved (Wire transfer is scheduled)	\$610,708.00	\$610,708.00	11/29/2018


## Deleting an Attachment

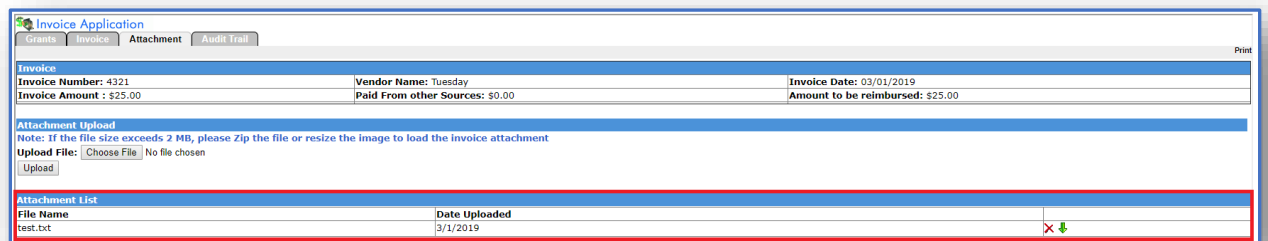
1. If an **attachment** was added to the invoice, the system will generate a message, **“An attachment exists for this invoice.”** Click the **attachment icon**  (paper clip).



The screenshot shows the 'Invoice Application' interface. At the top, there are tabs for 'Grants', 'Invoice', and 'Audit Trail'. A red box highlights a message: 'An Attachment exists for this Invoice.' Below this, there is a 'Grant Details' section with various fields like 'Status', 'Fiscal Year', 'System', 'Grant', 'Grant Period', and 'Request of Fund for Period'. A table below shows 'Allocated Amount', 'Funds Requested', 'Amount Approved', and 'Available Budget'. At the bottom, there is an 'Invoice List' table with columns: School ID, Invoice Type, Invoice No., Vendor Name, Invoice Date, Invoice Amount, Other Sources, Amount Requested, Amount Approved, Reimbursement Type, Attach., and Comm.

School ID	Invoice Type	Invoice No.	Vendor Name	Invoice Date	Invoice Amount	Other Sources	Amount Requested	Amount Approved	Reimbursement Type	Attach.	Comm.
	New	4321	Tuesday	03/01/2019	\$25.00	\$0.00	\$25.00	\$0.00	Other		

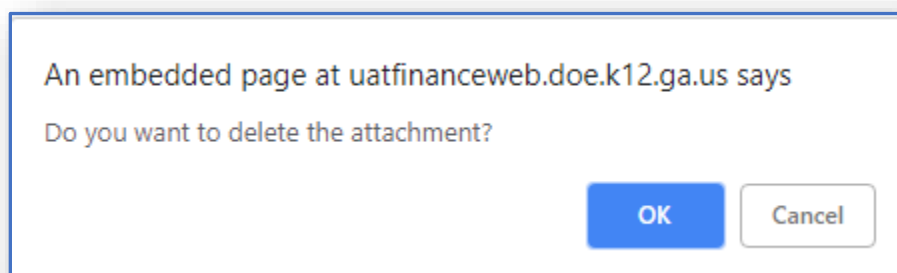
2. The **Attachment** page (tab) appears, displaying the file(s) in the Attachment List section. Click the **Delete icon**  for the invoice you wish to delete.



The screenshot shows the 'Attachment' page in the 'Invoice Application'. It has tabs for 'Grants', 'Invoice', 'Attachment', and 'Audit Trail'. The 'Attachment Upload' section includes a note about file size and an 'Upload File' button. Below that is the 'Attachment List' table with columns: File Name and Date Uploaded.

File Name	Date Uploaded
test.txt	3/1/2019

3. A message appears, **“Do you want to delete the attachment?”**



The screenshot shows a confirmation dialog box with the text: 'An embedded page at uatfinanceweb.doe.k12.ga.us says Do you want to delete the attachment?'. There are two buttons: 'OK' and 'Cancel'.

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.

The screenshot displays the 'Invoice Application' web interface. At the top, there are tabs for 'Grants', 'Invoice', and 'Audit Trail'. The 'Invoice' tab is active. Below the tabs, there is a header with 'Save | Cancel | Submit | Print | PrintAll'. The main content area is divided into sections: 'Invoice' with fields for 'Invoice Number: 4321', 'Vendor Name: Tuesday', 'Invoice Date: 03/01/2019', 'Invoice Amount: \$25.00', 'Paid From other Sources: \$0.00', and 'Amount to be reimbursed: \$25.00'. Below this is the 'Attachment Upload' section, which includes a note: 'Note: If the file size exceeds 2 MB, please Zip the file or resize the image to load the invoice attachment'. It features an 'Upload File:' label, a 'Choose File' button, and the text 'No file chosen'. There is also an 'Upload' button. At the bottom of the form is the 'Attachment List' section, which is currently empty and highlighted with a red border.