Deleting an FFVP Claim and Attachment
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Deleting an FFVP Claim

This document will provide step-by-step instructions on deleting an FFVP claim and an attachment.

1. **On the Search Grants page, select the Grant (claim) you would like to delete.**

2. **Click the paper icon  . The Invoice page appears. In the Invoice List section, you will see a list of invoices that were entered into SNO. If the paper clip icon in the Attach column over in the far right has a red border around it, you can proceed in directly deleting the invoice by following the steps below. However, if the paper clip icon does not have a red border around it, this indicates that an attachment was uploaded with this invoice. In this case, you must first delete the attachment itself before you are able to delete the invoice in SNO (see instructions on Deleting an Attachment).**

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

```
An embedded page at uatfinanceweb.doe.k12.ga.us says
Do you want to delete this invoice?
```

OK Cancel

5. The **Invoice** is removed from the **Invoice List**.

6. Click the **Grants** tab. The line item (representing the claim you wish to delete) on the Grants page needs to be removed to complete the deleting process.
7. The **Search Grants** page appears. Click the **Delete** icon next to the line item (representing the claim) that needs to be deleted in order to complete the process.

![Image of Search Grants page]

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

![Confirmation message](image)

9. Click the **OK** button. The grant (claim that you wanted to delete) is removed from the List of Requests grid.

![Image of List of Requests grid]
Deleting an Attachment

1. If an attachment was previously added to the claim, the system will generate a message, “An attachment exists for this invoice.” Click the attachment icon 🗂️.

2. The Attachment page appears, displaying the file(s) in the Attachment List section. Click the Delete icon ✗.

3. A message appears, “Do you want to delete the attachment?”
4. Click **Ok**. The file is removed from the **Attachment List** section.