



Deleting an FFVP Claim and Attachment

SCHOOL NUTRITION ONLINE

GEORGIA DEPARTMENT OF EDUCATION – SCHOOL NUTRITION ONLINE
(SNO)

Table of Contents


Deleting an FFVP Claim.....	2
Deleting an Attachment.....	5


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.

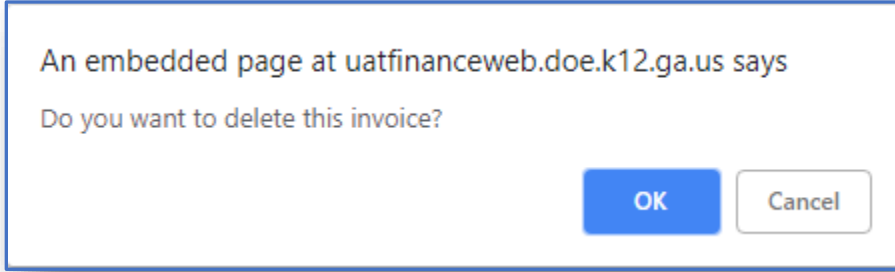
System	Grant Name	Fund Month	Request Status	Status	Requested Amount	Approved Amount	Approved Date
Sumter County - 729	Equipment Grant - 658	06/2018	New	Revision Requested (Bookkeeper or Director access Only)	\$100.00		

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**).

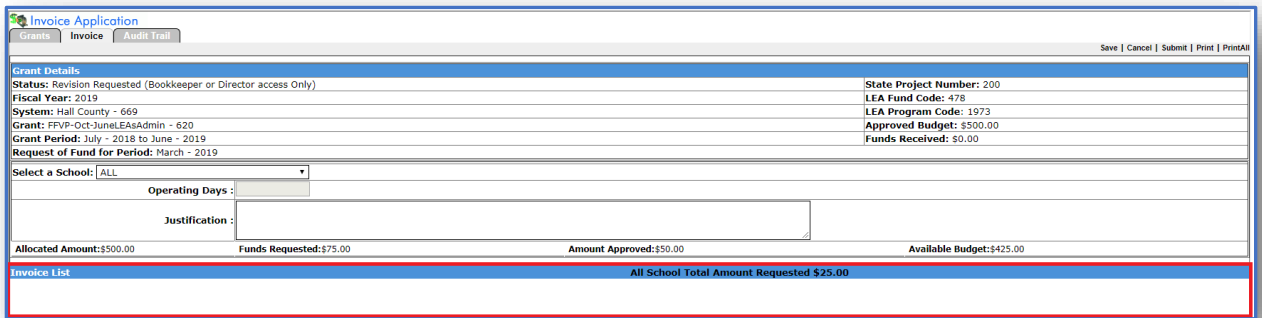
School ID	Invoice Type	Invoice No.	Vendor Name	Invoice Date	Invoice Amount	Other Sources	Amount Requested	Amount Approved	Reimbursement Type	Attach.	Comm.
Staley Middle School - 0595	New	03216	Sunny	10/16/2018	\$100.00	\$0.00	\$100.00	\$0.00	Other		

3. Look for the Invoice you would like to delete. Click the **Delete icon** .

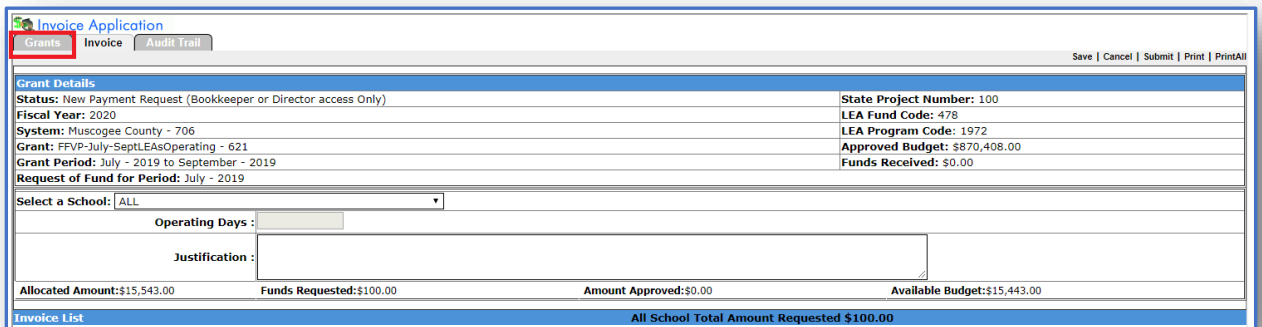
- The system generates a message. Click **Ok**.




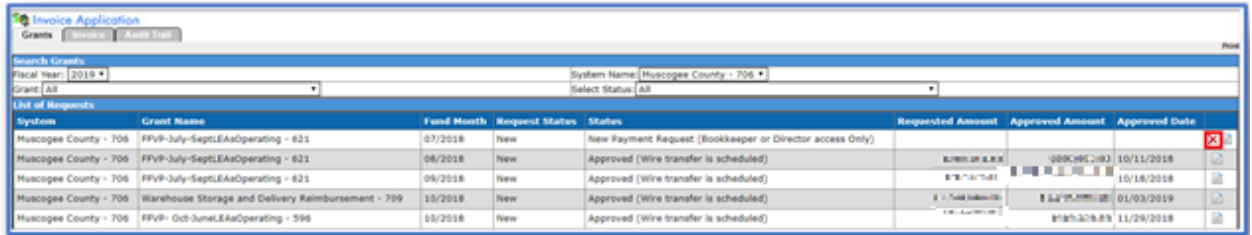
- The **Invoice** is removed from the **Invoice List**.



- 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.

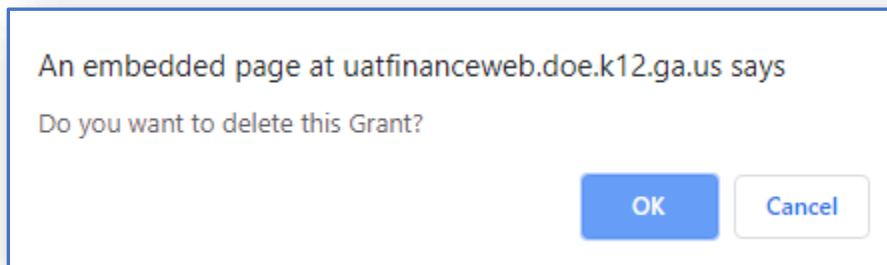


- The **Search Grants** page appears. Click the **Delete**  icon next to the line item (representing the claim) that needs to be deleted in order to complete the process.

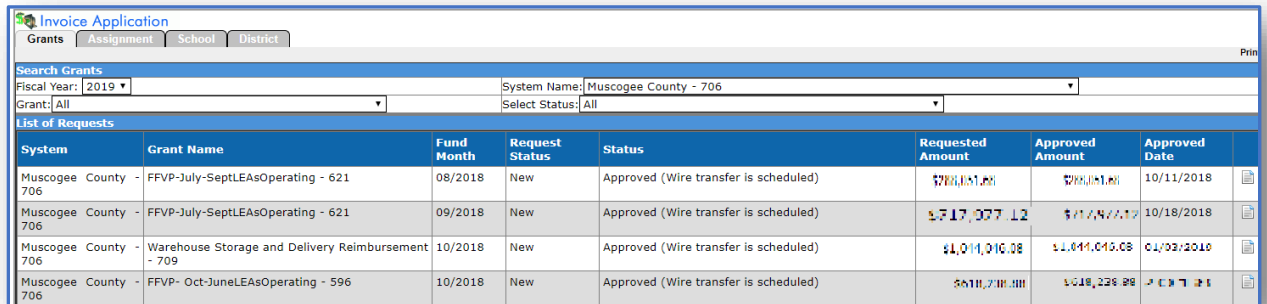


System	Grant Name	Fund Month	Request Status	Status	Requested Amount	Approved Amount	Approved Date
Muscogee County - 706	FFVP-July-SeptLEAsOperating - 621	07/2018	New	New Payment Request (Bookkeeper or Director access Only)	\$1,000,000.00	\$0.00	10/11/2018
Muscogee County - 706	FFVP-July-SeptLEAsOperating - 621	08/2018	New	Approved (Wire transfer is scheduled)	\$1,000,000.00	\$1,000,000.00	10/18/2018
Muscogee County - 706	FFVP-July-SeptLEAsOperating - 621	09/2018	New	Approved (Wire transfer is scheduled)	\$1,000,000.00	\$1,000,000.00	10/18/2018
Muscogee County - 706	Warehouse Storage and Delivery Reimbursement - 709	10/2018	New	Approved (Wire transfer is scheduled)	\$1,000,000.00	\$1,000,000.00	01/03/2019
Muscogee County - 706	FFVP- Oct-JuneLEAsOperating - 596	10/2018	New	Approved (Wire transfer is scheduled)	\$1,000,000.00	\$1,000,000.00	11/29/2018

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




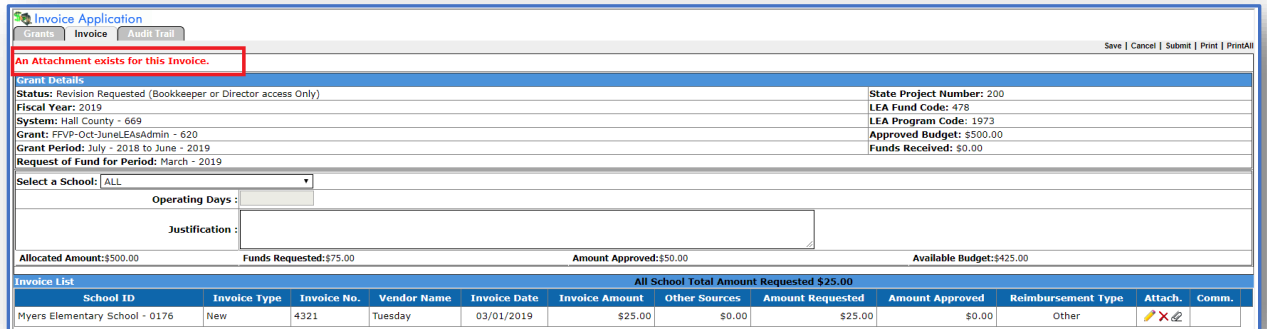
- Click the **OK** button. The grant (claim that you wanted to delete) is removed from the List of Requests grid.




System	Grant Name	Fund Month	Request Status	Status	Requested Amount	Approved Amount	Approved Date
Muscogee County - 706	FFVP-July-SeptLEAsOperating - 621	08/2018	New	Approved (Wire transfer is scheduled)	\$1,000,000.00	\$1,000,000.00	10/11/2018
Muscogee County - 706	FFVP-July-SeptLEAsOperating - 621	09/2018	New	Approved (Wire transfer is scheduled)	\$1,000,000.00	\$1,000,000.00	10/18/2018
Muscogee County - 706	Warehouse Storage and Delivery Reimbursement - 709	10/2018	New	Approved (Wire transfer is scheduled)	\$1,000,000.00	\$1,000,000.00	01/03/2019
Muscogee County - 706	FFVP- Oct-JuneLEAsOperating - 596	10/2018	New	Approved (Wire transfer is scheduled)	\$1,000,000.00	\$1,000,000.00	11/29/2018


Deleting an Attachment

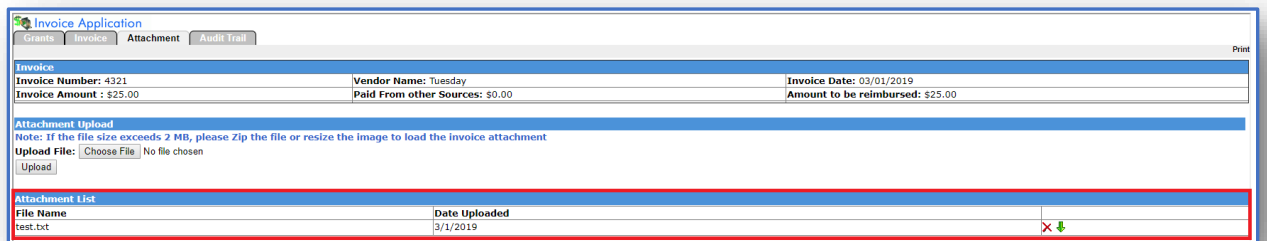
1. If an **attachment** was previously added to the claim, the system will generate a message, “**An attachment exists for this invoice.**” Click the **attachment icon** .




The screenshot shows the 'Invoice Application' page. At the top, a red box highlights the message: "An Attachment exists for this Invoice." Below this, the 'Grant Details' section includes fields for Status, Fiscal Year, System, Grant, Grant Period, and Request of Fund for Period. A table below shows financial data: Allocated Amount (\$500.00), Funds Requested (\$75.00), Amount Approved (\$50.00), and Available Budget (\$425.00). At the bottom, an 'Invoice List' table is displayed 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.
Myers Elementary School - 0176	New	4321	Tuesday	03/01/2019	\$25.00	\$0.00	\$25.00	\$0.00	Other		

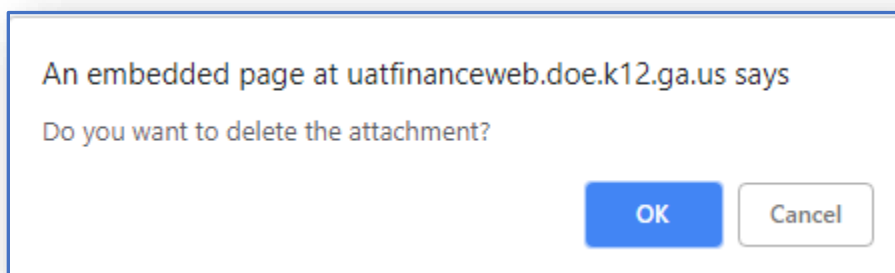
2. The **Attachment** page appears, displaying the file(s) in the Attachment List section. Click the **Delete icon** .



The screenshot shows the 'Attachment' page. It includes an 'Attachment Upload' section with a note: "Note: If the file size exceeds 2 MB, please Zip the file or resize the image to load the invoice attachment." Below this is an 'Upload File' section with a 'Choose File' button and an 'Upload' button. At the bottom, an 'Attachment List' table is shown with the following data:

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 following text:

An embedded page at uatfinanceweb.doe.k12.ga.us says
Do you want to delete the attachment?

At the bottom of the dialog are two buttons: "OK" and "Cancel".

4. Click **Ok**. The file is removed from the **Attachment List** section.

The screenshot displays the 'Invoice Application' 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 bar with 'Save | Cancel | Submit | Print | PrintAll' on the right. The main content area is divided into sections. The 'Invoice' section contains a table with the following data:

Invoice Number: 4321	Vendor Name: Tuesday	Invoice Date: 03/01/2019
Invoice Amount : \$25.00	Paid From other Sources: \$0.00	Amount to be reimbursed: \$25.00

Below the table is the 'Attachment Upload' section. It includes a note: 'Note: If the file size exceeds 2 MB, please Zip the file or resize the image to load the invoice attachment'. Underneath, there is an 'Upload File:' label, a 'Choose File' button, and the text 'No file chosen'. An 'Upload' button is also present. At the bottom of the form, there is an 'Attachment List' section, which is currently empty.