



Cancel/Delete Incomplete Invoice (QRG)

Applies to:	Ameren Suppliers
Description:	Cancel / Delete Incomplete Invoice in Ameren Supplier Portal
Sub-Application	Oracle Cloud ERP
Prerequisites	None
Estimated Time to Completion	6 minutes

Introduction

This article can be used by Ameren Suppliers to cancel/delete incomplete invoices in the Ameren Supplier Portal. You can only cancel an incomplete invoice with a PO and Delete an invoice without a PO. Directions for both are below.

Complete these steps:

Step	Illustration
Cancel Incomplete Invoice	
<p>1. Navigate to the Ameren Supplier Portal home screen. On the Supplier Portal Header. Click: Supplier Portal Tile</p> <p>Note: <i>Only Invoices that have not be submitted can be cancelled.</i></p>	<p>The screenshot shows the Ameren Supplier Portal home screen. At the top left is the Ameren logo and a 'Need Help?' button. The user is logged in as CAROL CARPUNKY. Below the header are navigation tabs for 'Supplier Portal', 'Procurement', 'Tools', and 'Others'. Under the 'APPS' section, there are two tiles: 'Supplier Portal' (highlighted with a red box) and 'Timecard'. A plus sign is visible to the right of the tiles.</p>



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2. Under the Tasks Header,
Click: View Invoices

Tasks

Orders

- Manage Orders
- Manage Schedules
- Acknowledge Schedules in Spreadsheet

Agreements

- Manage Agreements

Contracts and Deliverables

- Manage Contracts
- Manage Deliverables

Consigned Inventory

- Review Consumption Advices

Invoices and Payments

- Create Invoice
- View Invoices
- View Payments

3. Click: Supplier Pulldown
to select your supplier name;
Click: line to highlight blue.

4. Click: Search

Note:

If you don't know the specific invoice number, you can select the Search button to pull up all invoices.

View Invoices

Done

Search

Advanced Saved Search All Invoices

** At least one is required

** Invoice Number

Consumption Advice

** Supplier

Invoice Status

Supplier Site

Paid Status

** Purchase Order

Payment Number

Search...

Search Reset Save...



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5. Ensure the Status Column is viewable.
Under the **Lines Header**:
Click: View dropdown > Columns > Invoice Status

View Invoices

Search

Search Results

View ▾ Columns

Columns

- Invoice Number
- Invoice Date
- Type
- Purchase Order
- Invoice Status**
- Due Date
- Supplier
- Supplier Site
- Unpaid Amount
- Invoice Amount
- Payment Number
- Comments
- Paid Status

6. In the **Search Results** table,
Click: Invoice Number Link to open the invoice. You can only Cancel an invoice that is in incomplete status.

Note: if the supplier site has notated -ERS; it is a Timecard invoice and will need to go into the Time Card area to adjust.

Search Results

View ▾ Detach

Invoice Number	Invoice Date	Type	Purchase Order	Invoice Status	Due Date	Supplier	Supplier Site
12475	9/14/23	Standard	P6000479	Rejected	10/14/23	IT TEST SUPPLIER 1	02IMPERIAL
1245	9/13/23	Standard	P6000479	Incomplete		IT TEST SUPPLIER 1	02IMPERIAL
INV7856923	9/12/23	Standard	P6000479	Incomplete		IT TEST SUPPLIER 1	02IMPERIAL
INV398541	9/5/23	Standard	P6000479	Rejected	10/5/23	IT TEST SUPPLIER 1	02IMPERIAL

7. **Click: Invoice Actions Pulldown**

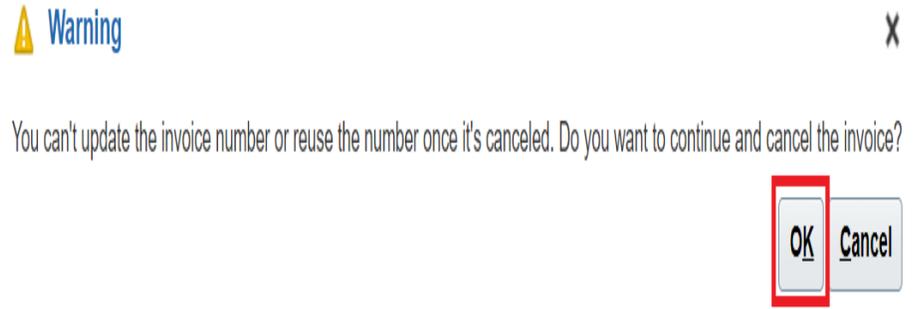
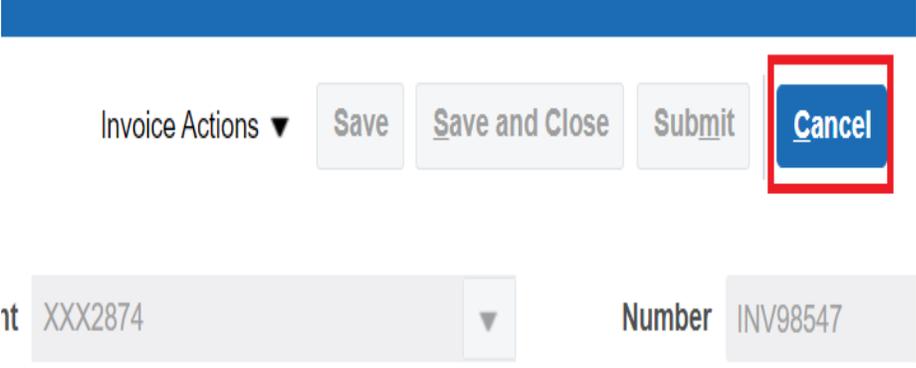
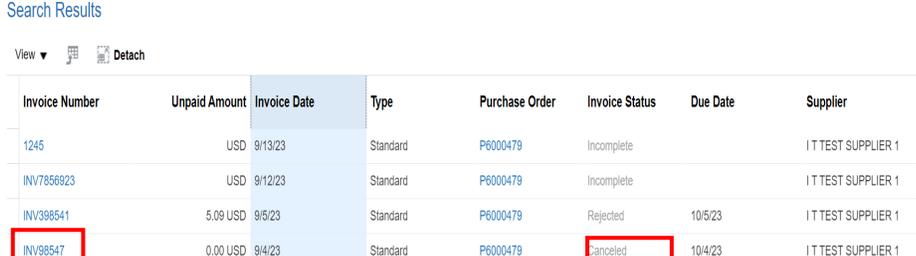
8. **Click: Cancel Invoice**

Invoice Actions ▾ Save Save

- Calculate Tax Ctrl+Alt+X
- Cancel Invoice**
- Delete Invoice



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<p>9. A warning pop-up will appear notifying that a new invoice number must be used. Click: OK</p>	 <p>A warning dialog box with a yellow triangle icon and the text: "Warning You can't update the invoice number or reuse the number once it's canceled. Do you want to continue and cancel the invoice?" At the bottom right are two buttons: "OK" (highlighted with a red box) and "Cancel".</p>																																								
<p>10. Click: Cancel to exit the Invoice.</p>	 <p>The "Invoice Actions" menu is open, showing buttons for "Save", "Save and Close", "Submit", and "Cancel" (highlighted with a red box). Below the menu, there are two input fields: "it XXX2874" and "Number INV98547".</p>																																								
<p>11. The invoice will now show Cancelled under the Search results header.</p>	 <p>Search Results table showing a list of invoices. The row for invoice number INV98547 is highlighted, and the status "Cancelled" is also highlighted with a red box.</p> <table border="1"><thead><tr><th>Invoice Number</th><th>Unpaid Amount</th><th>Invoice Date</th><th>Type</th><th>Purchase Order</th><th>Invoice Status</th><th>Due Date</th><th>Supplier</th></tr></thead><tbody><tr><td>1245</td><td>USD</td><td>9/13/23</td><td>Standard</td><td>P6000479</td><td>Incomplete</td><td></td><td>IT TEST SUPPLIER 1</td></tr><tr><td>INV7856923</td><td>USD</td><td>9/12/23</td><td>Standard</td><td>P6000479</td><td>Incomplete</td><td></td><td>IT TEST SUPPLIER 1</td></tr><tr><td>INV398541</td><td>5.09 USD</td><td>9/5/23</td><td>Standard</td><td>P6000479</td><td>Rejected</td><td>10/5/23</td><td>IT TEST SUPPLIER 1</td></tr><tr><td>INV98547</td><td>0.00 USD</td><td>9/4/23</td><td>Standard</td><td>P6000479</td><td>Cancelled</td><td>10/4/23</td><td>IT TEST SUPPLIER 1</td></tr></tbody></table>	Invoice Number	Unpaid Amount	Invoice Date	Type	Purchase Order	Invoice Status	Due Date	Supplier	1245	USD	9/13/23	Standard	P6000479	Incomplete		IT TEST SUPPLIER 1	INV7856923	USD	9/12/23	Standard	P6000479	Incomplete		IT TEST SUPPLIER 1	INV398541	5.09 USD	9/5/23	Standard	P6000479	Rejected	10/5/23	IT TEST SUPPLIER 1	INV98547	0.00 USD	9/4/23	Standard	P6000479	Cancelled	10/4/23	IT TEST SUPPLIER 1
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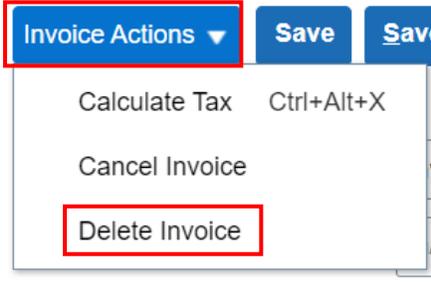
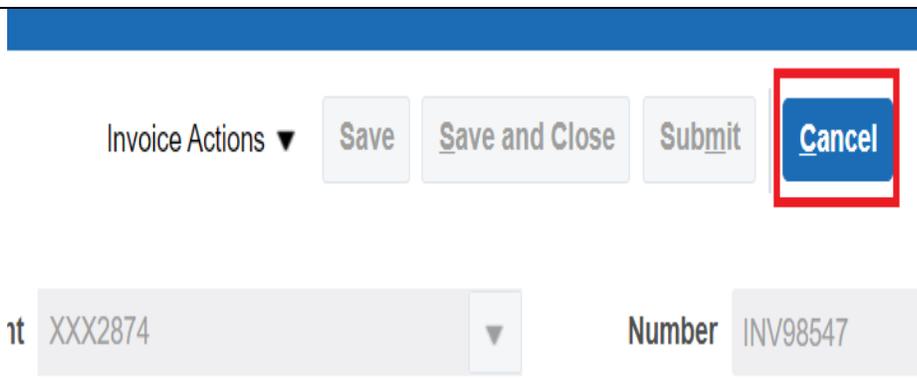
Delete Incomplete Invoice

12. Repeat steps 1 – 6.
 13. Once Invoice is open
Click: Invoice Actions
 dropdown.

14. **Choose Delete Invoice**

Note: You can only delete an invoice if it IS NOT against a PO. Otherwise you have to cancel (follow steps 1 -11 above) If an invoice has already been submitted and needs to be deleted please send an email to accountspayable@ameren.com

15. **Click: Cancel** to exit the Invoice.

Version Control

Number	Date	Purpose / Changes	Author(s)
1.0	09/24/2023	Document Creation	Ruth Hogan
2.0	9/26/23	Update to add Delete invoices	Tiffany Pallme