

## Work Instruction

## Cancel Invoice Receipt

### *When to Use*

#### **IF CHEQUE HAS NOT BEEN ISSUED OR CHEQUE HAS BEEN CANCELLED.**

This documentation provides instructions on how to cancel/reverse an invoice processed against a Purchase Order. Review the cheque production status:

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#### Steps

1. Locate the logistics invoice receipt (verification) number (52xxxxxxxx document); *Note, that within the purchase order process two invoice document numbers are created; one in the Logistics module, and the other in the FI (Financial Accounting) Module as follows:*

*Logistics invoice receipt (verification) number => 52xxxxxxxx document (this is the one you need to reverse)*

*FI (Financial Accounting) invoice number => 51xxxxxxxx document*

2. Process the cancellation/reversal in the Logistics module of FIS; a 52xxxxxxxx document number will be generated.
3. Find the corresponding FI 51xxxxxxxx document number generated for the 52xxxxxxxx reversal document and note number on your source document.
4. Submit request to Accounts Payable to clear the FI documents (original & reversal 51xxxxxxxx)

#### **Detailed Procedures**

##### **1. Locate the logistics invoice receipt (verification) number (52xxxxxxxx document);**

There are several ways to locate the logistics invoice receipt (verification) number (52xxxxxxxx document), two of which are as follows:

- a) Using the FI 51xxxxxxxx document:

Display the 51xxxxxxxx document, using the **Document:Display** transaction.

Click on the Document Header  icon to display the document header details:

The 52xxxxxxxx number is the first 10 digits found in the "Reference key" field.

Document Header: Company Code UOFT

Document type: RN RN:PO Invoice receipt

Doc.header text:

Reference: A6 Document date: 25.10.2005

Currency: CAD Posting date: 25.10.2005

Posting period: 06 / 2006

Ref. procedure: RMRP Invoice receipt

Reference key: 52000430122006 Log.System: AMS010

Entered by: HARMATHK Transaction: MIRO

Entry date: 25.10.2005 Time of entry: 11:57:57

Changed on: Last update:

Parked by:

✓ ✗

b) Using the Logistics Module and the PO number:

Locate the 52xxxxxxx number on the "Purchase Order" history tab of the "Item Details" section:

Display the Purchase Order (*Logistics>> Material management >> Purchasing >>Purchase Order>>Display*)

Purchase order Edit Data Environment System Help

NB:Standard PO 4500079759 Created by Krisztina Hamath

Document overview on: Print preview Messages Help Personal setting

NB:Standard PO 4500079759 Vendor: 100334 DiaMed Lab Supplies Inc. Doc. date: 25.10.2005

Header

B	Item	A	Material	Short text	PO quantity	OU	Deliv. date	Net price	Curr.	Per	OP
	1	K		PO short text	1	EA	25.10.2005	100.00	CAD	1	EA

Item: 1 PO short text

Delivery Invoice Conditions Account assignment Purchase order history Tests Deliv...

S	M/T	Material do	Item	Posting date	Quantity	Delivery cost quantity	OU	Net price	Amount in loc. cur.	L. cur.
OR		101 5000222291	1	25.10.2005	1	0	EA	100.00	CAD	
Tr. inv. Goods receipt										
IR-L		5200043012	1	25.10.2005	1	0	EA	100.00	CAD	
Tr. inv. Invoice receipt										

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## 2. Process the cancellation/reversal in the Logistics module of FIS

Access the transaction using:

Menu	<i>Logistics&gt;&gt; Material management &gt;&gt; Purchasing &gt;&gt; Purchase Order &gt;&gt; Follow On Functions &gt;&gt; Logistics Invoice Verification &gt;&gt; Further Processing &gt;&gt; Cancel Invoice Document</i>
Transaction code	MR8M

Cancel Invoice Document

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Cancel Invoice Document

🔗 Display doc.


Invoice doc. number5200002601

Fiscal year2004

Details for cancellation posting



Reversal reason☒

Posting date


Field Name	Required (R) / Optional (O)	Description of Field Content																																						
Invoice doc. Number	R	Enter the FIS Logistics invoice document number (52xxxxxxx) that you wish to reverse.																																						
Fiscal Year	R	Enter the fiscal year the invoice was posted.																																						
Reversal Reason	R	<div>Select a reason code for the reversal:Click on  and a drop down list will appear:</div> <div><div>Reason for Reversal (1) 18 Entries found</div><div>Restrictions</div><div><div>✓</div><div>✖</div><div>🔍</div><div>🔗</div><div>📁</div><div>📂</div><div>🔧</div><div>🔑</div><div>🔒</div><div>🔖</div><div>🔗</div><div>🔑</div><div>🔒</div><div>🔖</div></div><table><thead><tr><th>Reason</th><th>Text</th></tr></thead><tbody><tr><td>04</td><td>Overpayment/short payment</td></tr><tr><td>05</td><td>Duplicate payment</td></tr><tr><td>06</td><td>Cheque no longer required</td></tr><tr><td>07</td><td>Stolen/lost</td></tr><tr><td>08</td><td>Cheque issued in error</td></tr><tr><td>09</td><td>Stop payment</td></tr><tr><td>10</td><td>Stale dated cheque</td></tr><tr><td>11</td><td>Wrong payee/split payee</td></tr><tr><td>12</td><td>Wrong currency</td></tr><tr><td>13</td><td>Incorrect vendor account used</td></tr><tr><td>14</td><td>Wrong document type</td></tr><tr><td>15</td><td>Wrong tax code</td></tr><tr><td>16</td><td>Cheque cancelled and reissued</td></tr><tr><td>17</td><td>Retn'd by supplier for cancellation</td></tr><tr><td>18</td><td>Fees cheque no longer required</td></tr><tr><td>19</td><td>Incorrect accounting information</td></tr><tr><td>20</td><td>Incorrect amount</td></tr><tr><td>21</td><td>Year-end accruals</td></tr></tbody></table><div>18 Entries found</div></div> <div>Choose the most appropriate reason code by double clicking on it.</div>	Reason	Text	04	Overpayment/short payment	05	Duplicate payment	06	Cheque no longer required	07	Stolen/lost	08	Cheque issued in error	09	Stop payment	10	Stale dated cheque	11	Wrong payee/split payee	12	Wrong currency	13	Incorrect vendor account used	14	Wrong document type	15	Wrong tax code	16	Cheque cancelled and reissued	17	Retn'd by supplier for cancellation	18	Fees cheque no longer required	19	Incorrect accounting information	20	Incorrect amount	21	Year-end accruals
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Posting date	R	Enter the current date.	
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Icon	Description of Icon	Function
 Display doc.	Display Document	<p>Once you have completed the selection screen, you can click on this button to view the original invoice to ensure that you are reversing the correct document.</p> <p>Click on the "back" arrow to return to the "Cancel Invoice Document" screen.</p> 

Click on  to reverse the document. The following message will appear on the bottom of your screen:

 Document reversed with no. 5200002602: Please manually clear FI documents

See Step 4 for more information

### 3. Find the corresponding FI 51xxxxxxx document number generated for the 52xxxxxxx reversal document and note number on your source document.

To obtain the FI reversal document number:

1. Follow Step 1.b. as outlined in this reference guide , and click once on the 52xxxxxxx reversal document number to get the "Display Invoice Document" screen.
2. On the Display Invoice document screen click on "Follow-on documents".



The FI document number is displayed as the Accounting document in the "List of Documents in Accounting" pop-up window:

Documents in Accounting		
Document category	Document n	Ar
Accounting document	5100150827	
Profit center doc.	10089081	
Funds Management doc	107517821	

### 4. Submit request to Accounts Payable to clear the FI documents (original & reversal 51xxxxxxx):

Send E-mail to [ap.fsd@utoronto.ca](mailto:ap.fsd@utoronto.ca) with the following information relating to the reversal transaction:

1. vendor number
2. the original FI document number (51xxxxxxx)
3. the reversal FI document number (51xxxxxxx)
4. the amount of the reversal

**End of Procedure.**

### ***Related Topics/Sites***

**[QRG: Invoice: Create Invoice \(purchase order related\)](#)**

**[Obtain cheque information](#)**