

# 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.

**Note:** Once this PO Invoice is cancelled, contacted Accounts Payable ([ap.fsd@utoronto.ca](mailto:ap.fsd@utoronto.ca)) to cancel the 51-series Accounting Document.

### **[Click here to learn more about how to cancel a cheque.](#)**

#### Steps

1. Locate the logistics invoice receipt (verification) number (52xxxxxxx 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 => 52xxxxxxx document (this is the one you need to reverse)*

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

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

#### **Detailed Procedures**

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

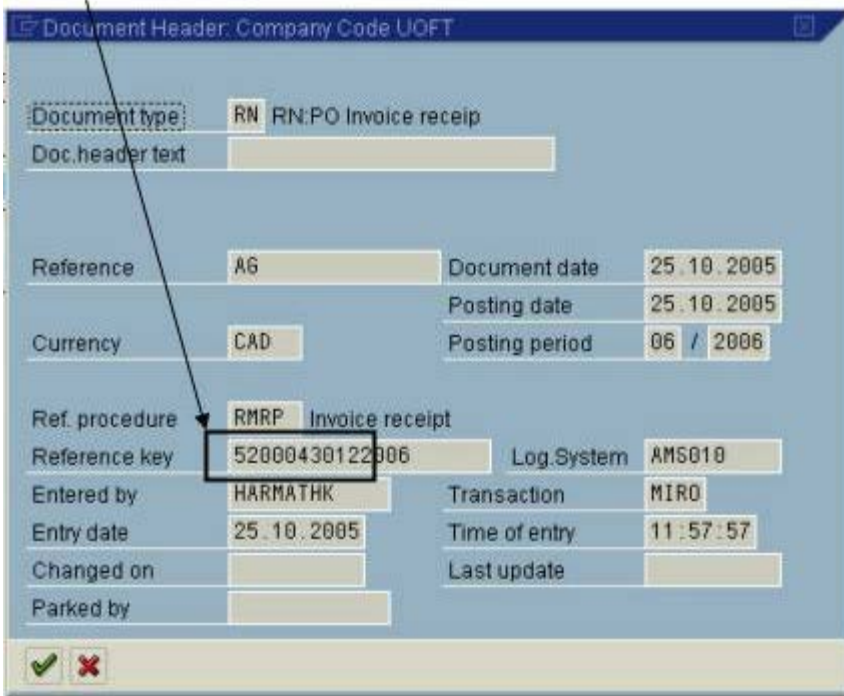
There are several ways to locate the logistics invoice receipt (verification) number (52xxxxxxx document), two of which are as follows:

- a) Using the FI 51xxxxxxx document:

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

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

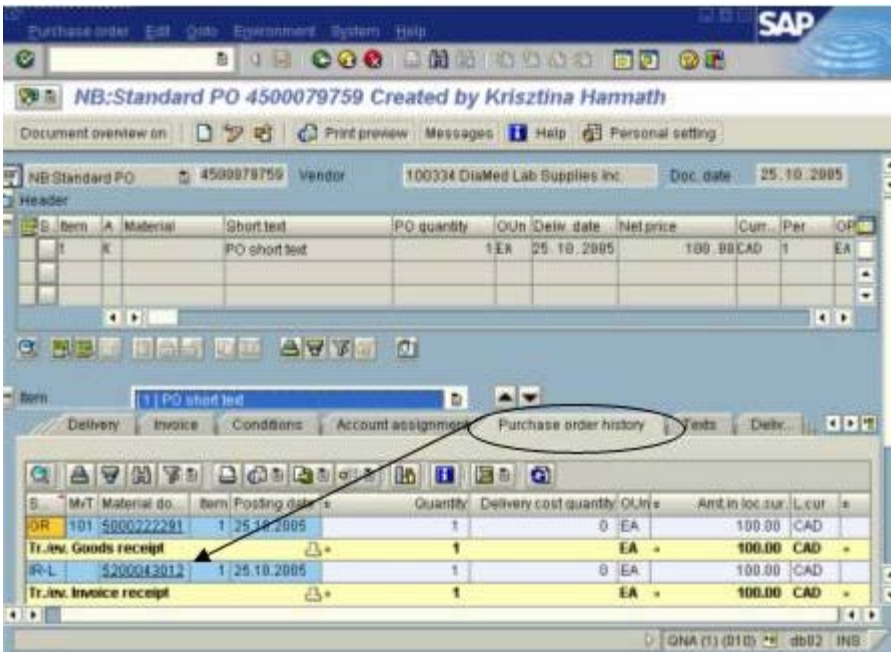
The 52xxxxxxx number is the first 10 digits found in the "Reference key" field.



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*)



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

Access the transaction using:

<b>Menu</b>	<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>
<b>Transaction code</b>	MR8M

**Cancel Invoice Document**

**Cancel Invoice Document**

Display doc.

Invoice doc. number

Fiscal year


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	<p>Select a reason code for the reversal: Click on  and a drop down list will appear:</p> <p>Choose the most appropriate reason code by double clicking on it.</p>

Posting date	R	Enter the current date.
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Icon	Description of Icon	Function
	Display Document	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.  Click on the "back" arrow to return to the "Cancel Invoice Document" screen.



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


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](#)**