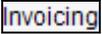
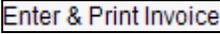


Delete an Unposted IBT Invoice Lesson

Step	Action
1.	Click the State of Nebraska link. 
2.	Click the Accounts Receivable link. 
3.	Click the Accounts Receivable Processing link. 
4.	Click the Invoicing link. 
5.	Click the Enter & Print Invoice link. 
6.	Click the IBT Invoice Entry link. 
7.	Enter Batch Number, Document Number, or Supplier Number. 
8.	Click the Find button. 
9.	Choose the document(s) to delete by clicking the check box next to it. Note: If you wish to delete all the documents in a batch or all the documents for a supplier, choose the "select all" box (left hand side of QBE line). Up to 200 records will display in the grid with a checkmark. Note: If your batch or supplier has more than 200 documents/records, click scroll-to-end to retrieve all records. Only 200 can be displayed and deleted at one time. 
10.	Click the Delete button. 
11.	Click the OK button. 
12.	If the document has not posted and no warning is received move to the next step. Warning: If the document has been posted, you will be prompted to enter the G/L date for the voiding entry. Enter today's date as the G/L date. Be sure to approve the batch to complete the void process.

Step	Action
13.	<p>Click the Close button.</p> <p>Note: When deleting a multi-line invoice, all lines are deleted as expected. However, line items which were not highlighted for deleting still appear. After refreshing the screen (clicking Find), no line items appear.</p> 
14.	<p>You have successfully completed this lesson.</p> <p>End of Procedure.</p>