

How to delete a Closed invoice?

- **Article Type:** General
 - **Product:** Alma
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Desired Outcome Goal:

To delete an invoice that has a status of Closed.

Procedure:

*Retrieve the invoice by doing a search for the invoice, for example by invoice number.

The invoice will appear in the result list.

*Click on Actions, Set Back to Review.

The invoice will now be in review.

*Click on Actions and Go to Task List.

*Click on Actions, Delete.

The invoice will be deleted.

Additional Information

See attachment for document including screenshots.

Attachment

[Attached file](#)

Category: Acquisitions

Subject: Invoice

- **Article last edited:** 1/6/2015