

Cancel Invoice

Summary

This article entails how to cancel an invoice.

Applies To

MachPanel all versions

Solution

To cancel an invoice please follow the steps mentioned below:

1. Navigate to **Home>>Billing Manager>>Documents>>Invoices**
2. Click on the specific invoice you want to cancel.
3. Then click on the cancel invoice button.
4. A window appears with following options:

- Issue Credit
- Effect on Service(s).
- Comments field

Complete the options as indicated below and then click on submit button.

Note: Write any descriptive text in the comments field.

MachPanel Knowledgebase

<https://kb.machsol.com/Knowledgebase/50229/Cancel-Invoice>