



EVANTAGE SOLUTIONS SDN BHD

Computerized Maintenance Management System (CMMS)

USER MANUAL
(Delete Request)

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DOCUMENT CONTROL

Document No : CMMS/SI/INVOICE/SI04

Document Name : Delete Request

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Revision No	Revision Date	By	Description of Changes
1.0	01/08/2024	Najmi	First Version of User Manual – Delete Request

Scenario

A supplier invoice was mistakenly entered into the CMMS Web Core with incorrect details. Upon reviewing the purchase order (PO) and delivery records, the procurement team realizes the error. To correct this, they navigate to the invoice management section, locate the incorrect invoice, and follow the deletion process. In this syllabus, we will guide on how to delete supplier invoice in CMMS Web Core.

1. Delete Supplier Invoice

What it's for

The process of deleting a supplier invoice in CMMS Web Core ensures the removal of inaccurate financial records to maintain data accuracy.

Delete the Supplier Invoice

- 1.1 On the left of the system, click on **Procurement > Supplier Invoice**.



Figure 1.1

- 1.2 Choose the supplier invoice that want to be delete.

- 1.3 Click on **Delete** button to delete the supplier invoice.

Invoice No	Invoice Date	Status	PO Number	Payment Method	Supplier Invoice No	Supplier	Currency Code	Exchange Rate
SIV100001	07/10/2024	NEW (NEW)	PO100020	INV	REF12345	SUPPLIER	.00	RM
SIV100002	22/10/2024	NEW (NEW)	PO100016	INV	A12345	SUPPLIER	.00	RM

Figure 1.2

1.4 A popup will appear asking if you want to delete the record. Click on **Yes** to continue delete the supplier invoice.

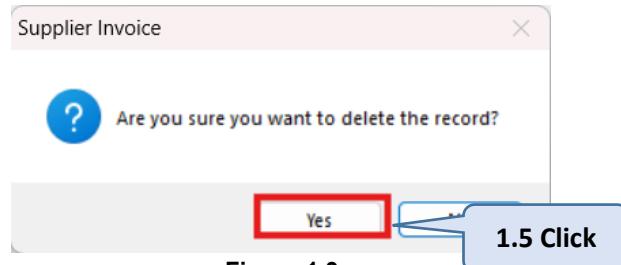


Figure 1.3

1.5 The supplier invoice has been successfully delete.

LAST QUERY		Define	View	New	Edit	Delete	Print	Save	Cancel	Post	▼
Invoice No	Invoice Date	Status	PO Number	Payment Method	Supplier Invoice No	Supplier Code	Discount	Currency Code	Exchange Rate		
SIV100001	07/10/2024	NEW (NEW)	PO100020	INV	REF12345	SUPPLIER	.00	RM	1.000000000000000		

Figure 1.4