



**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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## DOCUMENT REVISION HISTORY

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.

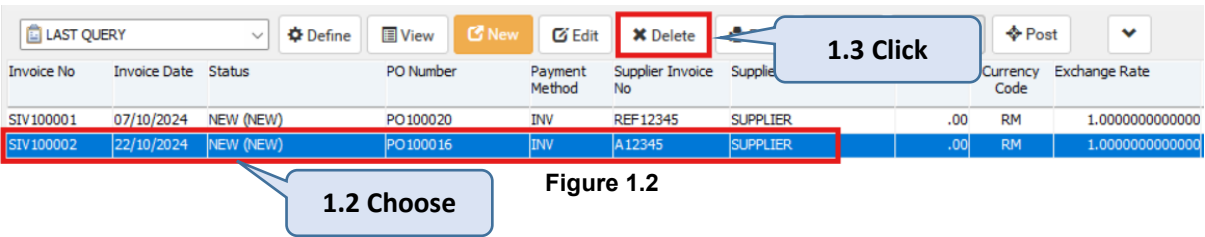
### Delete the Supplier Invoice

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



1.2 Choose the supplier invoice that want to be delete.

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



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

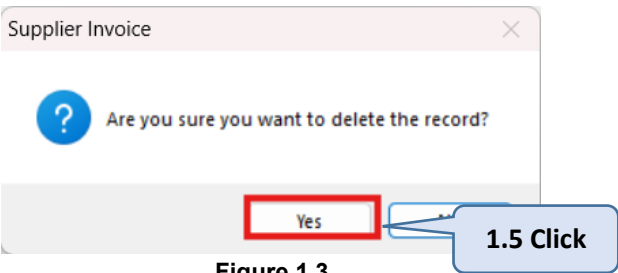


Figure 1.3

- 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)	PO 100020	INV	REF 12345	SUPPLIER	.00	RM	1.00000000000000

Figure 1.4