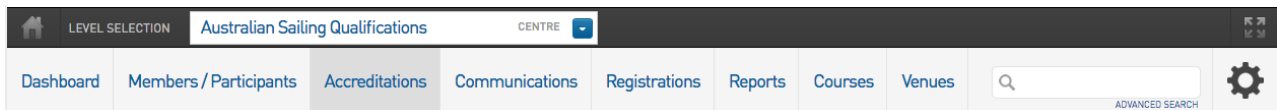


## Cancel a Renewals Invoice

Last Modified on 18/05/2022 11:25 am AEST

The need to cancel an invoice may arise in certain situations. The renewals functionality includes an option to cancel a renewals invoice which can be accomplished by the steps below:

1) Go to Accreditations from the database dashboard



2) Click on Pending Renewals Search

3) Enter the date range for the invoice(s) due date that you wish to cancel.

### Accreditation Renewal

Expiring Accreditation Search
Pending Renewals Search

Search for members who have been invoiced for an upcoming accreditation renewal but have not yet paid.

*Specify a date range for the accreditation renewal*

From date:

To date:

4) Click Search

5) A list of invoices due within the specified date range will be applied

### Pending Accreditation Renewals

<input type="checkbox"/>	Name	Level	Provider	Renewal Date	Reaccreditation Date	Due Date (New renewal date)	Amount Due	Paid Status	Actions
<input type="checkbox"/>		Dinghy		30/12/2016	05/09/2019	30/12/2017	\$102.00	Unpaid	<input type="button" value="Cancel Invoice"/>
		Yachting Australia Instructor General Principles		30/12/9999	30/12/9999				
<input type="checkbox"/>		Dinghy		30/12/2016	05/09/2019	30/12/2017	\$102.00	Unpaid	<input type="button" value="Cancel Invoice"/>
		Yachting Australia Instructor General Principles		30/12/9999	30/12/9999				
<input type="checkbox"/>		Dinghy		30/12/2016	05/09/2019		\$102.00	Unpaid	<input type="button" value="Cancel Invoice"/>
		Yachting Australia Instructor General Principles		30/12/9999	30/12/9999				

6) Click Cancel Invoice to remove it.