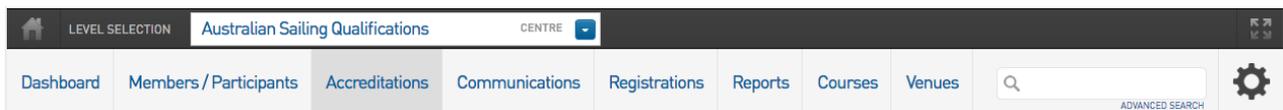


How do I cancel a Course Renewal Invoice?

Last Modified on 06/12/2023 11:01 am AEDT

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"/>	[Redacted]	Dinghy	Yachting Australia Instructor General Principles	30/12/2016 30/12/9999	05/09/2019 30/12/9999	30/12/2017	\$102.00	Unpaid	<input type="button" value="Cancel Invoice"/>
<input type="checkbox"/>	[Redacted]	Dinghy	Yachting Australia Instructor General Principles	30/12/2016 30/12/9999	05/09/2019 30/12/9999	30/12/2017	\$102.00	Unpaid	<input type="button" value="Cancel Invoice"/>
<input type="checkbox"/>	[Redacted]	Dinghy	Yachting Australia Instructor General Principles	30/12/2016 30/12/9999	05/09/2019 30/12/9999		\$102.00	Unpaid	<input type="button" value="Cancel Invoice"/>

6) Click Cancel Invoice to remove it.