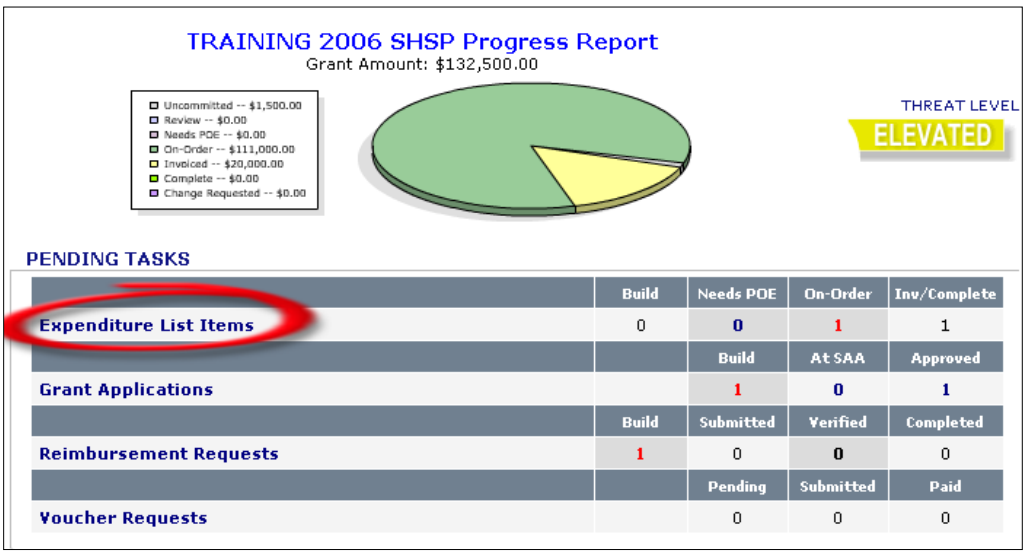
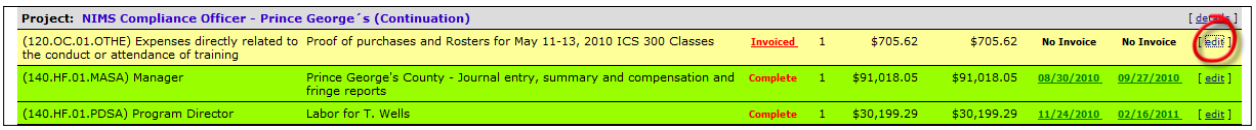
Cancel an Expenditure Item

Once expenditure has been approved, the subgrantee may cancel the expenditure line item in NCR/GMS. This slick sheet serves to provide instruction on how to complete this process when the item is in Invoiced status. If the expenditure item is in Needs POE status, only complete steps 4 through 6.

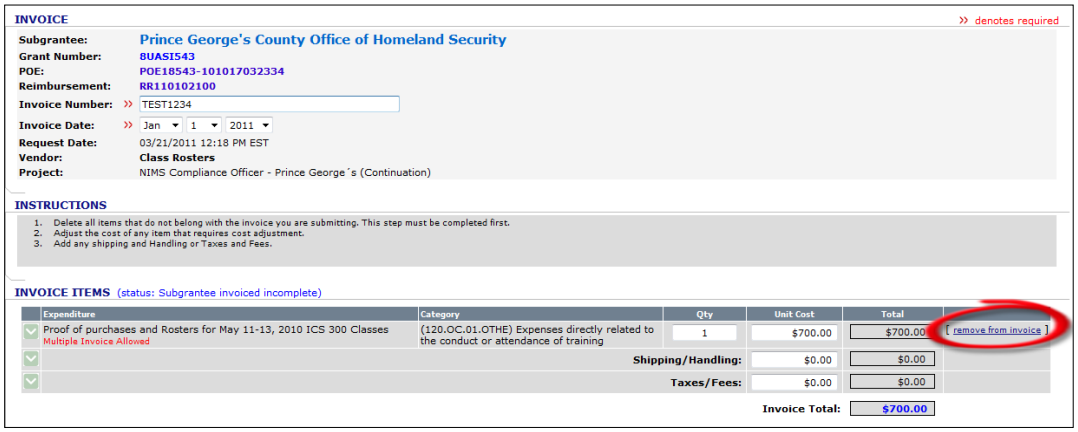
Step 1 | From the Home screen, click the **Expenditure List Items** hyperlink under the Pending Tasks section.



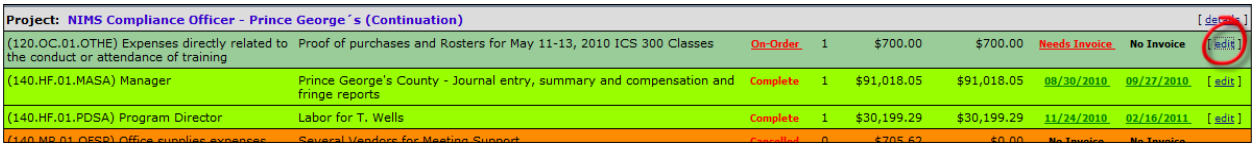
Step 2 | Click the [edit] hyperlink for the expenditure item. *Quick Note: The expenditure status is Invoiced when the SAA denies the reimbursement request.*



Step 3 | Click the [remove from invoice] hyperlink to the right of the Invoice Item Total amount. A pop-up prompt will confirm this action. Click the **OK** button to proceed.

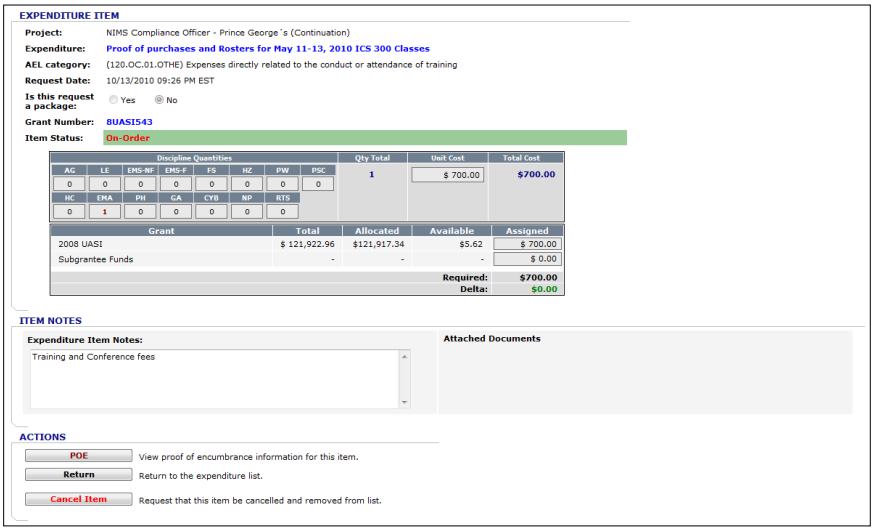


Step 4 | Once returned to the Expenditure List screen, the item status changes to **On-Order - Needs Invoice.** Click the [edit] hyperlink to the right of the expenditure item.



Project: NIMS Compliance Officer - Prince George´s (Continuation)								[details]
(120.OC.01.OTHE) Expenses directly related to the conduct or attendance of training	Proof of purchases and Rosters for May 11-13, 2010 ICS 300 Classes	On-Order	1	$700.00	$700.00	Needs Invoice	No Invoice	[edit]
(140.HF.01.MASA) Manager	Prince George's County - Journal entry, summary and compensation and fringe reports	Complete	1	$91,018.05	$91,018.05	08/30/2010	09/27/2010	[edit]
(140.HF.01.PDSA) Program Director	Labor for T. Wells	Complete	1	$30,199.29	$30,199.29	11/24/2010	02/16/2011	[edit]
(140.MP.01.OFSP) Office supplies expenses	Several Vendors for Meeting Support	Cancelled	0	$705.62	$0.00	No Invoice	No Invoice	

Step 5 | Click the **Cancel Item** button in the Actions section to submit your request to the SAA. A pop-up prompt will confirm this action. Click the **OK** button to cancel the item.



EXPENDITURE ITEM

Project: NIMS Compliance Officer - Prince George´s (Continuation)
Expenditure: Proof of purchases and Rosters for May 11-13, 2010 ICS 300 Classes
AEL category: (120.OC.01.OTHE) Expenses directly related to the conduct or attendance of training
Request Date: 10/13/2010 09:26 PM EST
Is this request a package: Yes No
Grant Number: 8UASI543
Item Status: On-Order

Discipline Quantities								Qty Total	Unit Cost	Total Cost
AG	LE	EMS-NF	EMS-F	FS	HZ	PW	PSC	1	$ 700.00	$700.00
0	0	0	0	0	0	0	0			
HC	EMA	PH	GA	CYB	NP	RTS				
0	1	0	0	0	0	0				

Grant	Total	Allocated	Available	Assigned
2008 UASI	$ 121,922.96	$121,917.34	$5.62	$ 700.00
Subgrantee Funds	-	-	-	$ 0.00
			Required:	$700.00
			Delta:	$0.00

ITEM NOTES

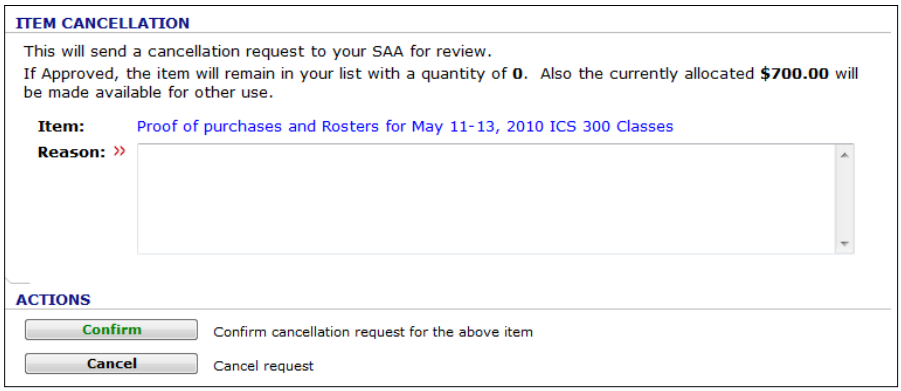
Expenditure Item Notes:
Training and Conference fees

Attached Documents

ACTIONS

POE — View proof of encumbrance information for this item.
Return — Return to the expenditure list.
Cancel Item — Request that this item be cancelled and removed from list.

Step 6 | On the Item Cancellation screen, enter the reason for the cancellation in the **Item Cancellation** box. Click the **Confirm** button to complete the request.



ITEM CANCELLATION

This will send a cancellation request to your SAA for review.
If Approved, the item will remain in your list with a quantity of **0**. Also the currently allocated **$700.00** will be made available for other use.

Item: Proof of purchases and Rosters for May 11-13, 2010 ICS 300 Classes
Reason: »

ACTIONS

Confirm — Confirm cancellation request for the above item
Cancel — Cancel request

The cancellation request will display in the SAA's queue for approval. The subgrantee can be notified via email if the request is denied. If approved, the item will remain on the expenditure list with a quantity of zero and the funds are made available for reallocation.