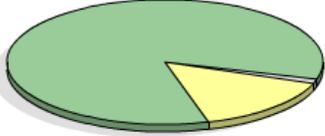Once expenditure has been approved, the subgrantee may cancel the expenditure line item in NCR|GMS. This slick sheet serves to provide instruction on how to complete this process when the item is in Invoiced status. If the expenditure item is in Needs POE status, only complete steps 4 through 6.

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.

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.

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.

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.