It is not necessary to delete a draft invoice. The next time the user creates an invoice of the same invoice type, the invoice will simply pick up where the draft last left off. At this point, the user will be able to edit the invoice. However, if you wish to delete a draft invoice, please use the following directions:

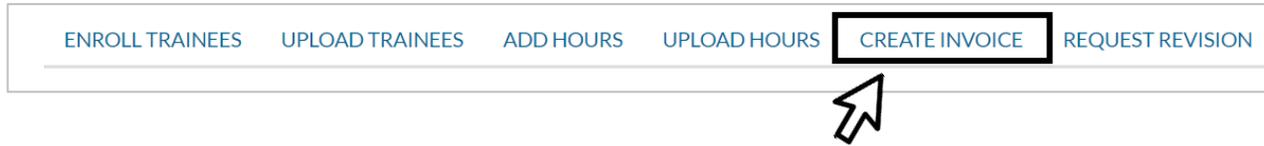|	
1. At the top of the landing page, select the **Contracts** button on the button bar.	
2. Click on the contract for which you would like to manually submit a progress payment. The system will take you to your Contract Details page.	

3. Select the **Create Invoice** button on the button bar at the top of the Contract Details page.	ENROLL TRAINEES UPLOAD TRAINEES ADD HOURS UPLOAD HOURS **CREATE INVOICE** REQUEST REVISION
4. Choose the invoice type of your draft invoice from the invoice types and click **Next**.	Choose Invoice Type ● Progress ○ Final ○ Close - Out Cancel Upload Payments Next
5. The invoice will pick up where you last left off in your draft. Select one or more trainees. Click the **Next** button at the bottom of the page.	Tom Sandoval 7905 40 2 ✔ ✔ ☐ Katie Sandoval 7906 18.25 2 ✔ ☐ ☐ Scheana Shay 7902 40 2 ☐ ☐ ☐ Previous Back to Contract Save Next
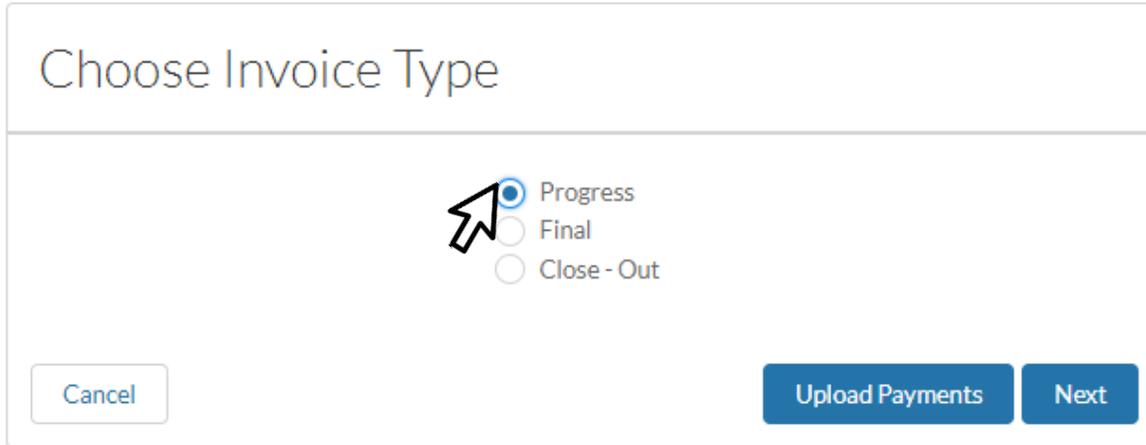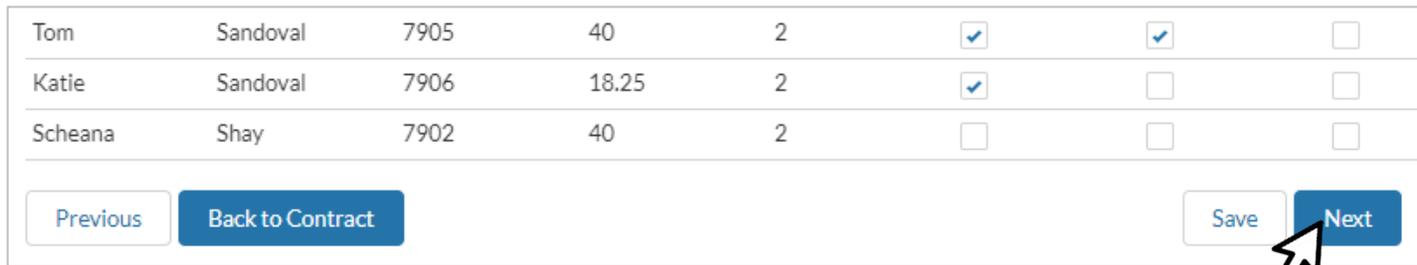
|	
6. If deleting a **final** invoice, you must enter *wage* and *retention dates* that meets the minimum requirements before clicking the Next button (Since the invoice won't be submitted, the data does not need to be accurate).	Tom Schwa... 7907 16.25 2 ☐ Jul 1, 2019 / Jul 2, 2019 / Sep 30, 2019 / $0.00 / $0.00 Giggy Vander... 7917 15 1 ☑ **Jul 15, 2019 / Jul 16, 2019 / Oct 14, 2019 / $50.00 / $0.00** Previous Back to Contract Save **Next**
7. The system will provide you with a summary of the added payments. Click the **Discard Invoice** button.	**Vanderpump Dogs - 111** Invoice Date Contract Number 19KO-12345 Total Amount Requested **$540.00** PAYMENT TYPE JOB NUMBER NUMBER OF TRAINEES TOTAL P1 2 1 $180.00 P2 2 1 $360.00 Invoice Notes Previous Back to Contract **Discard Invoice** Submit

8. When asked if you are sure you want to delete the invoice, click **Continue**.
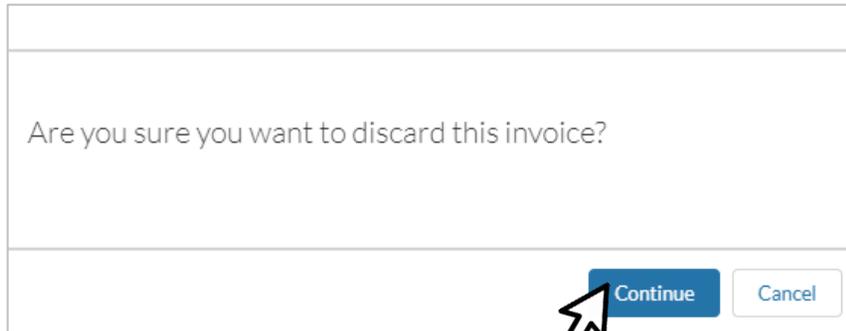
Are you sure you want to discard this invoice?

Continue   Cancel