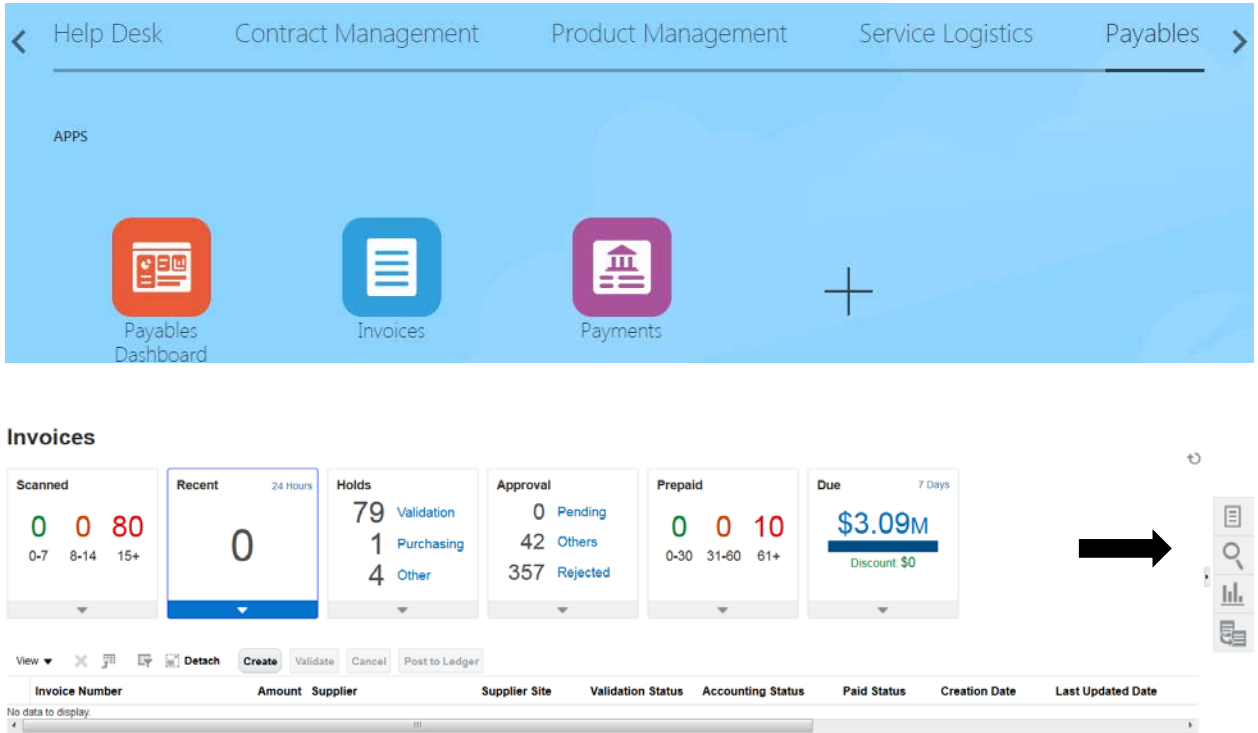


Withdrawing an Invoice & Resubmit

This process will show you how to withdraw and invoice and resubmit after changes.

Additional Resources:

- GMHEC Website (where applicable – insert link)
- COA

Process Step & Description	Action
	<p>You can NOT withdraw an Invoice if it has already been approved. You would need to Cancel and redo the process.</p> <p>Navigation Path: ➤ Payables → Invoices → Search Magnifying Glass on Right</p>  <p>A secondary window will open. Choose one of the options to search on to find the Invoice your wish to work on. Remember the % sign is the wildcard when searching. When the list comes up click on the Blue Invoice number you wish to work on. You will now be on the Invoice Details screen. Click on Actions, then the Approval drop down and select "Withdraw."</p>

Invoice Details

Invoice Date 01-Dec-2018
 Invoice Type Standard
 Supplier or Party Farrell Vending Services Inc.
 Supplier Site FSM Burlington-1
 Address 405 Pine Street, Burlington, VT-05401

Invoice Amount 750.00 USD
 Applied Prepayments 0.00 USD
 Unpaid Amount 750.00 USD
 Holds 0
 Notes

⚠ Not validated

Actions Save Save and Close Cancel

- Edit
- Check Funds
- Validate
- Request Override
- Approval
 - Initiate
 - Withdraw
 - Hold
 - Force Approve
 - Resubmit
- Cancel Invoice
- Post to Ledger
- Account in Draft

Lines Holds and Approvals Payments Installments

Make any necessary changes/corrections to the Invoice then click Actions >Validate, then Actions > Approval Dropdown > Resubmit. On some occasions when you Validate it will automatically resubmit. From people who have done this it does not seem to be consistent as to when.