## 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
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You can NOT withdraw an Invoice if it has already been approved. You would need to Cancel and redo the process.

**Navigation Path:**
- Payables → Invoices → Search Magnifying Glass on Right

![Payables Dashboard](image1)

A secondary window will open. Choose one of the options to search on to find the Invoice you 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."
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.