

# Withdraw an Invoice & Resubmit

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

**Additional Resources:**

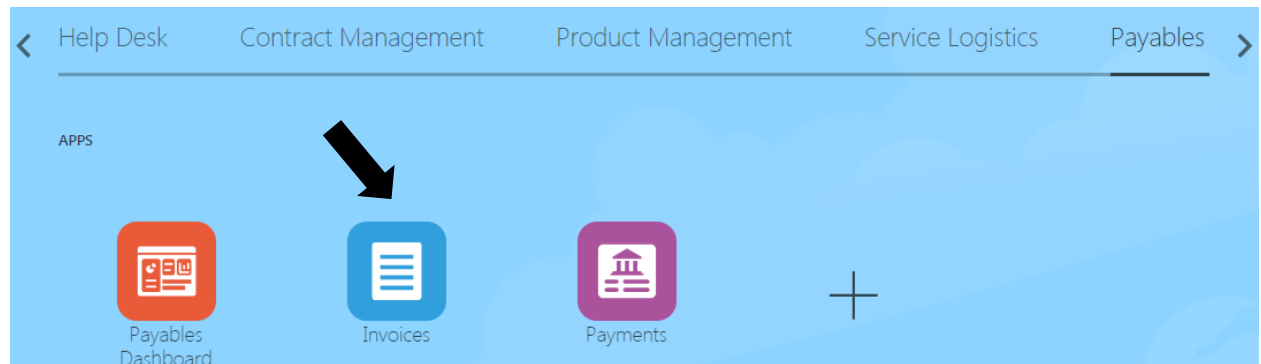
- GMHEC Website - Support / Finance

Process Step & Description	Action
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**Tip:** You can NOT withdraw an Invoice if it has already been approved. You need to **Cancel** and redo the process.

**Navigation Path:**

- Payables → Invoices → Task Icon on right / *Select Manage Invoices*



**Invoices**

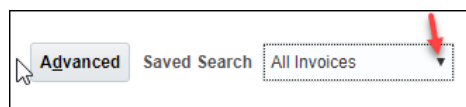
<b>Scanned</b> <span style="font-size: 24px;">0 0 80</span> <small>0-7 8-14 15+</small>	<b>Recent</b> 24 Hours <span style="font-size: 24px;">0</span>	<b>Holds</b> <span style="font-size: 24px;">79</span> <small>1 Validation 1 Purchasing 4 Other</small>	<b>Approval</b> <span style="font-size: 24px;">0</span> <small>42 Pending 357 Others Rejected</small>	<b>Prepaid</b> <span style="font-size: 24px;">0 0 10</span> <small>0-30 31-60 61+</small>	<b>Due</b> 7 Days <span style="font-size: 24px; color: blue;">\$3.09M</span> <small>Discount \$0</small>
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➔

View [dropdown] [Close] [Print] [Refresh] [Detach] [Create] [Validate] [Cancel] [Post to Ledger]

Invoice Number	Amount	Supplier	Supplier Site	Validation Status	Accounting Status	Paid Status	Creation Date	Last Updated Date
No data to display.								

From here, choose one of the selection options to search on to find the Invoice you wish to work on (Invoice Number or Supplier usually work best). The search area is fully customizable to fit your needs, or you may select pre-defined searches from the Saved Search dropdown in the right corner.



Manage Invoices

Search Results

Search: Invoice

Business Unit Equals [dropdown]

\*\* Invoice Number Contains [input]

Invoice Amount Equals [dropdown]

\*\* Invoice Date Between dd-mmm-yyyy [calendar] - dd-mmm-yyyy [calendar]

\*\* Supplier or Party Contains [input]

\*\* Supplier Number Equals [dropdown]

Supplier Site Equals [dropdown]

Taxpayer ID Starts with [dropdown]

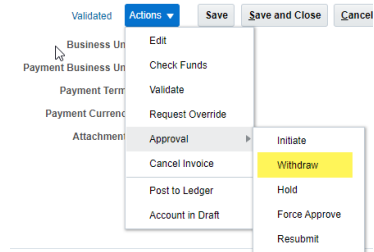
\*\* Invoice Group Starts with [dropdown]

Context Value Equals [dropdown]

Basic Saved S

Search Reset Save...

From the results list, click into the selected Invoice number. You will now be on the Invoice Details screen. Click on Actions, then the Approval drop down and select "Withdraw."



Once the Invoice is withdrawn, click [Actions > Edit](#), you will be able to make changes to the attachments, invoice number, invoice date, distribution combination, or amount.

**1. Change Attachment, Change Invoice Number, or Invoice Date.**

Once the edits are complete SAVE changes, click [Actions > Validate](#), then [Actions > Approval Dropdown > Resubmit](#).

**2. Change Distribution Combination:**

Lines > Cancel Line (line remains, but the amount is zero)

Lines > + (Add a new line and enter the correct information)

Edit Invoice: 1234567

Invoice Header

Identifying PO

Business Unit CC BU

Supplier ECSI

Supplier Number 11670

Supplier Site CC Jefferson-1

Legal Entity Champlain College, Inc.

Invoice Group

Number 1234567

Amount USD 245.00

Type Standard

Description Test MAW

Date 28-Jun-2019

Payment Terms Immediate

Terms Date 28-Jun-2019

Requester Whitney, Maureen

Attachments None

Note

Lines

Match Invoice Lines

View +

Allocate Cancel Line Distributions

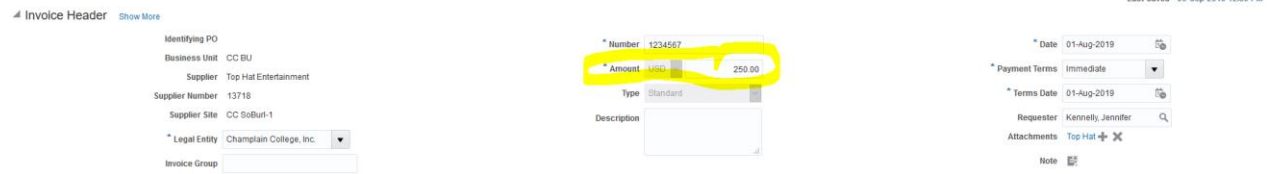
Distribution		Budgetary Control		Reference		Tax		Pu				
Number	Type	Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Budget Date	Status	Description	Tax Classification	Ship-to Location	Number
2	Item				28-Jun-2019		28-Jun-2019	Not attempted	Test MAW		Champlain College E	
1	Item	0.00		200-0000-11100-10-000000-00000-000	28-Jun-2019		28-Jun-2019	Reserved with	Test MAW		Champlain College Buri...	

SAVE changes, click Actions > Validate, then Actions > Approval Dropdown > Resubmit.

**3. Change Amount:**

### Change Invoice Amount in the Invoice Details section:

Create Invoice: 1234567



Validated Invoice Actions Save and Create Next Save Save and Close Cancel

Last Saved 06-Sep-2019 12:39 PM

Invoice Header Show More

Identifying PO  
Business Unit CC BU  
Supplier Top Hat Entertainment  
Supplier Number 13718  
Supplier Site CC SoBur1-1  
Legal Entity Champlain College, Inc.  
Invoice Group

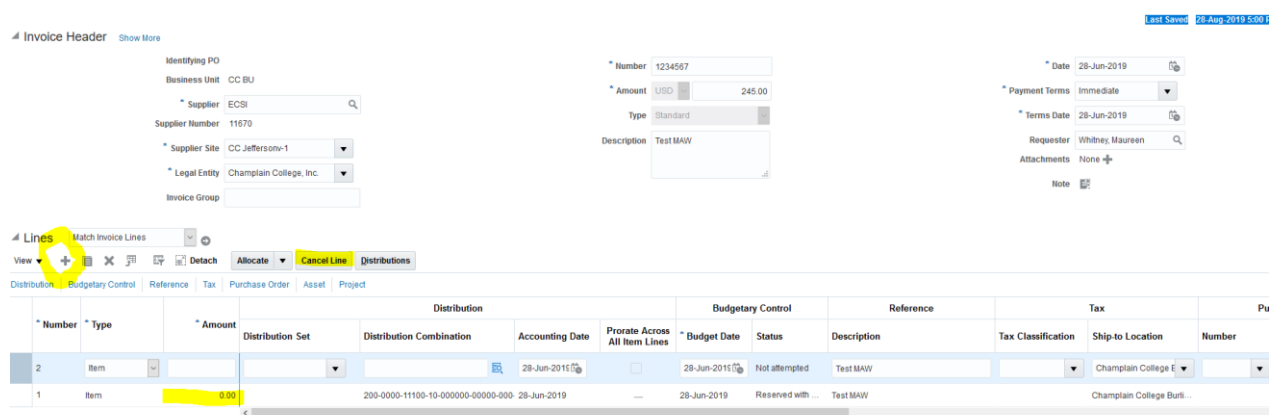
\* Number 1234567  
\* Amount USD 250.00  
Type Standard  
Description

\* Date 01-Aug-2019  
\* Payment Terms Immediate  
\* Terms Date 01-Aug-2019  
Requester Kennedy, Jennifer  
Attachments Top Hat  
Note

Then update the Line Item: [Lines > Cancel Line](#) (line remains, but the amount is zero)

[Lines > +](#) (Add a new line and enter the correct information)

Edit Invoice: 1234567



Validated Invoice Actions Save Save and Close Cancel

Last Saved 28-Aug-2019 5:09

Invoice Header Show More

Identifying PO  
Business Unit CC BU  
Supplier ECSI  
Supplier Number 11670  
Supplier Site CC Jefferson-1  
Legal Entity Champlain College, Inc.  
Invoice Group

\* Number 1234567  
\* Amount USD 245.00  
Type Standard  
Description Test MAW

\* Date 28-Jun-2019  
\* Payment Terms Immediate  
\* Terms Date 28-Jun-2019  
Requester Whitney, Maureen  
Attachments None  
Note

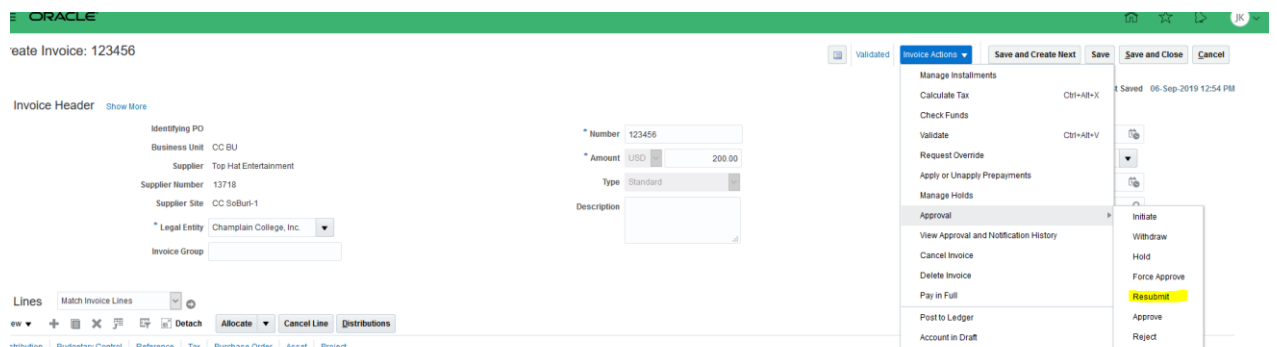
Lines Match Invoice Lines

View + X Print Detach Allocate Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Asset Project

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Budget Date	Status	Description	Tax Classification	Ship-to Location	Number
2	Item				28-Jun-2019		28-Jun-2019	Not attempted	Test MAW		Champlain College E...	
1	Item	0.00		200-0000-11100-10-000000-00000-000	28-Jun-2019		28-Jun-2019	Reserved with ...	Test MAW		Champlain College Burli...	

**SAVE** changes, click [Actions > Validate](#), then [Actions > Approval Dropdown > Resubmit](#).



ORACLE

Create Invoice: 123456

Validated Invoice Actions Save and Create Next Save Save and Close Cancel

Last Saved 06-Sep-2019 12:54 PM

Invoice Header Show More

Identifying PO  
Business Unit CC BU  
Supplier Top Hat Entertainment  
Supplier Number 13718  
Supplier Site CC SoBur1-1  
Legal Entity Champlain College, Inc.  
Invoice Group

\* Number 123456  
\* Amount USD 200.00  
Type Standard  
Description

Approval  
Initiate  
Withdraw  
Hold  
Force Approve  
Resubmit  
Approve  
Reject

Lines Match Invoice Lines

View + X Print Detach Allocate Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Asset Project