

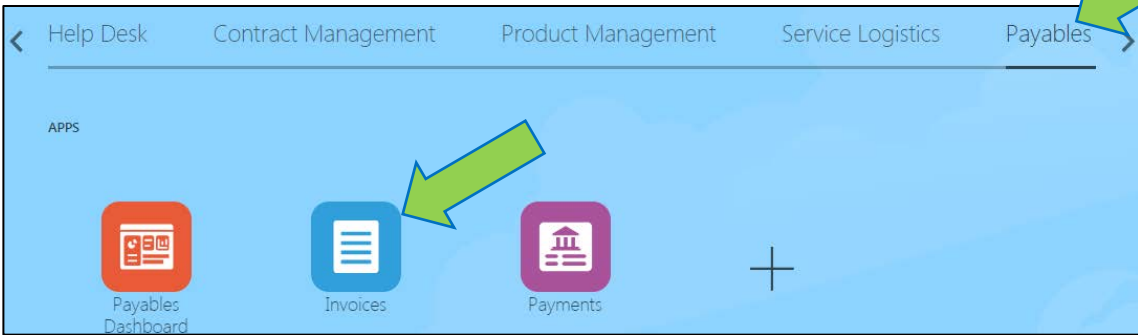
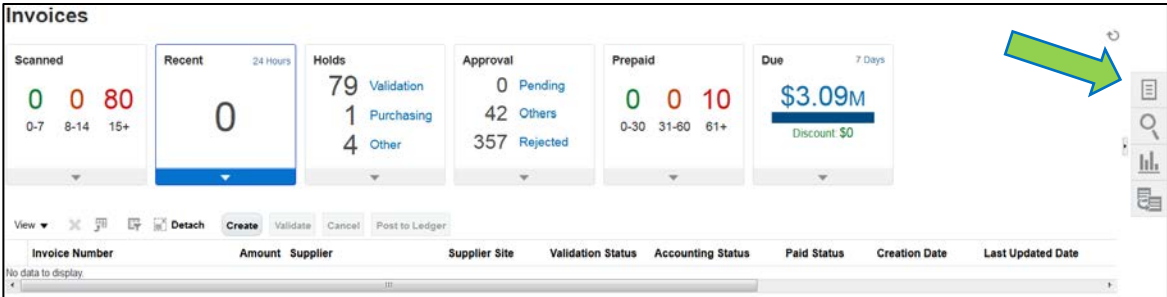
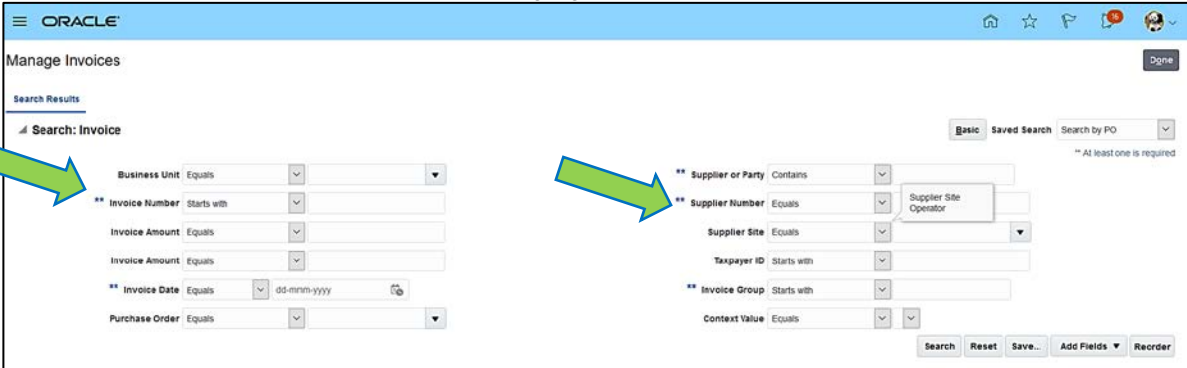
Withdrawing an Invoice & Resubmitting for Approval

This guide outlines the process of withdrawing an invoice for the purpose of making changes, then resubmitting the invoice for approval.

Note: An approved invoice may not be withdrawn and must be canceled by Accounts Payable before it can be reentered.

Additional Resources:

- [GMHEC Finance Knowledge Base](#)
- ap@gmhec.org

Process Step & Description	Action
	<p>Navigation Path:</p> <ul style="list-style-type: none"> ➤ Home → Payables → Invoices → Tasks Menu → Manage Invoices   <p>In the Manage Invoices window, enter the supplier name or invoice number in the appropriate search field. When the search results appear, click the Invoice Number highlighted in blue which needs to be withdrawn.</p> 

Manage Invoices

Search Results

Search: Invoice

Actions View [Icons] Detach Validate Pay in Full Approval Post

Invoice Number	Invoice Date	Creation Date	Supplier or Party	Supplier Site	Unpaid Amount	Invoice Amount	Applied Prepayments	Invoice Type
2382415	10-Apr-2020	01-May-2020...	Black River Produce	MD N...	0.00 USD	442.45 USD	0.00 USD	Standard
2387767	24-Apr-2020	01-May-2020...	Black River Produce	MD N...	0.00 USD	519.65 USD	0.00 USD	Standard
2377124	27-Mar-2020	01-May-2020...	Black River Produce	MD N...	0.00 USD	555.35 USD	0.00 USD	Standard
2378213	03-Apr-2020	01-May-2020...	Black River Produce	MD N...	0.00 USD	328.00 USD	0.00 USD	Standard

In the invoice details window, click **Actions** → **Approval** → **Withdraw**, then click .

Invoice Details

Invoice Date: 01-Dec-2018 Invoice Amount: 750.00 USD

Invoice Type: Standard Applied Prepayments: 0.00 USD

Supplier or Party: Farrell Vending Services Inc. Unpaid Amount: 750.00 USD

Supplier Site: SM Burlington-1 Holds: 0

Address: 405 Pine Street, Burlington, VT-05401 Notes: [Icon]

Actions Save Save and Close Cancel

Approval menu: Initiate, **Withdraw**, Hold, Force Approve, Resubmit

After making the changes or corrections to the invoice, click **Invoice Actions** → **Validate**.

Validated Invoice Actions Save

- Manage Installments
- Calculate Tax
- Check Funds
- Validate**

After the invoice is validated, click the **Save** button. Then click **Invoice Actions** → **Approval** → **Resubmit**, then **Save and Close**.

Validated Invoice Actions Save Save and Close

- Manage Installments
- Calculate Tax Ctrl+Alt+X
- Check Funds
- Validate Ctrl+Alt+V
- Request Override
- Apply or Unapply Prepayments
- Manage Holds
- Approval
 - Initiate
 - Withdraw
 - Hold
 - Force Approve
 - Resubmit
 - Approve**
 - Reject
- View Approval and Notification History
- Cancel Invoice
- Delete Invoice
- Pay in Full
- Post to Ledger
- Account in Draft