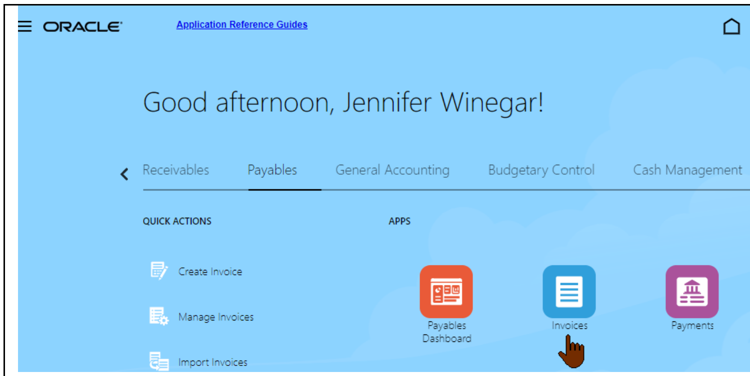
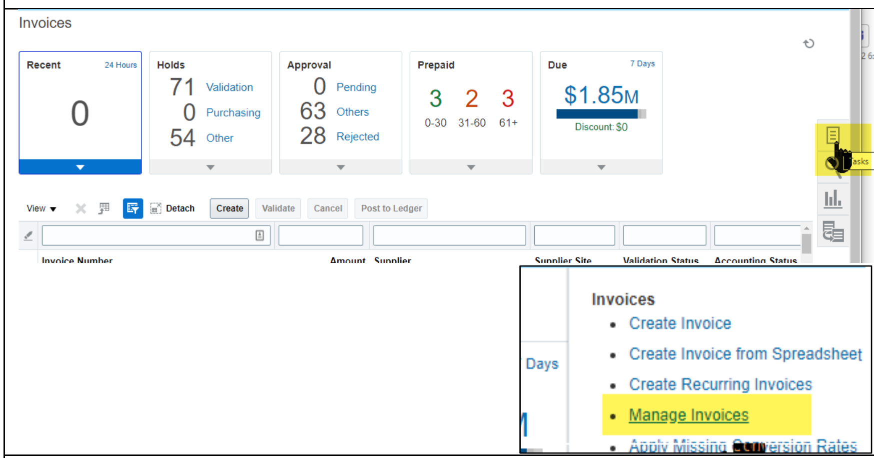
How to Edit an Invoice – After it is Withdrawn or Rejected



Select the menu header: Payables

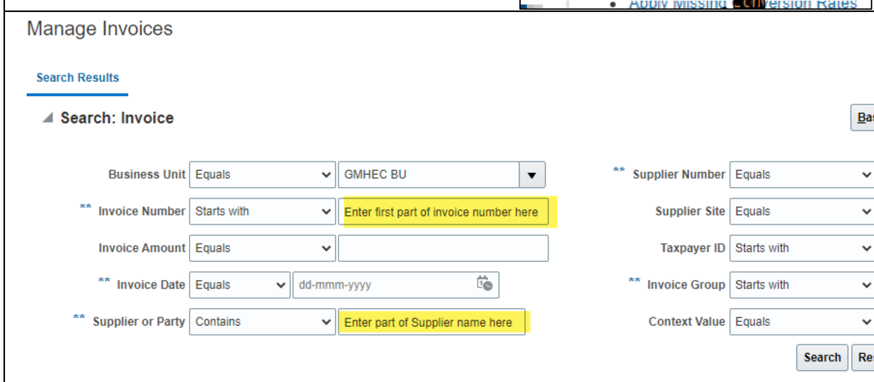
Select the icon: Invoices



If the invoice is already showing on the Invoices page, click on it to open.

To search for the invoice - On the right side of the page, click the Tasks menu icon.

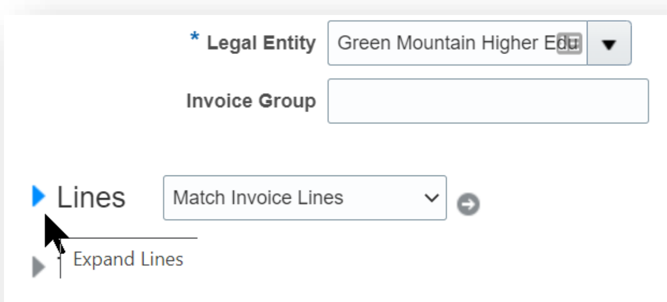
The menu will slide out. Click on the Manage Invoices link.



Enter the invoice number and/or supplier name information.

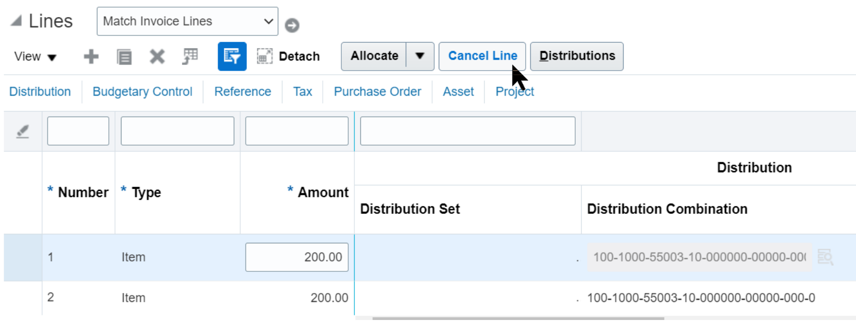
Only partial information is required if the search selection is “Starts with” or “Contains”

Click the Search button, then in the results, click on the invoice number



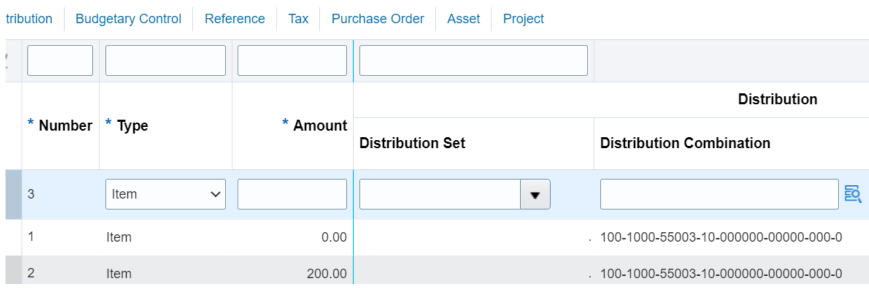
To make a change on the invoice line, expand the Lines section by clicking on the triangle next to Lines.

These fields are editable: Amount, Accounting Date, Description, and the Designation found in the Details popup.



If the EDORDA needs to be changed, whether on the invoice line or in the Distributions, the invoice line must be cancelled and reentered.

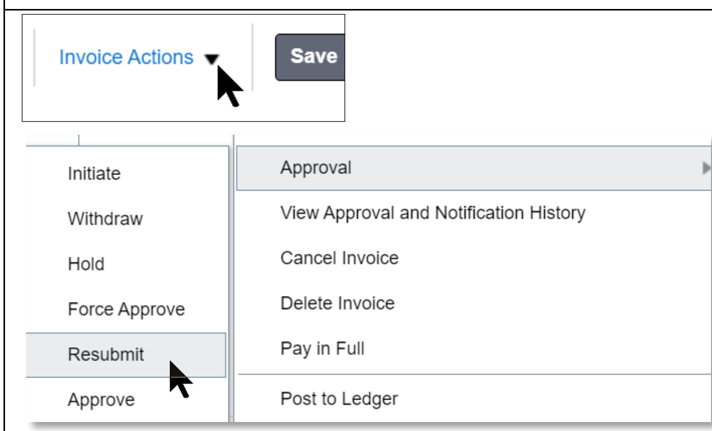
Highlight the line row and click the Cancel Line button.



The line amount will change to zero.

Add a new row and complete the line as usual.

This screenshot was taken after line number 1 was cancelled and a new row was added.



When edits are done, the invoice will need to be validated again, via the Invoice Actions menu.

Once validated, via the Invoice Actions menu, select Approval and then click Resubmit.

Note that the Approval menu may open to the left, as shown here.

Click Save and Close

(End of guide)