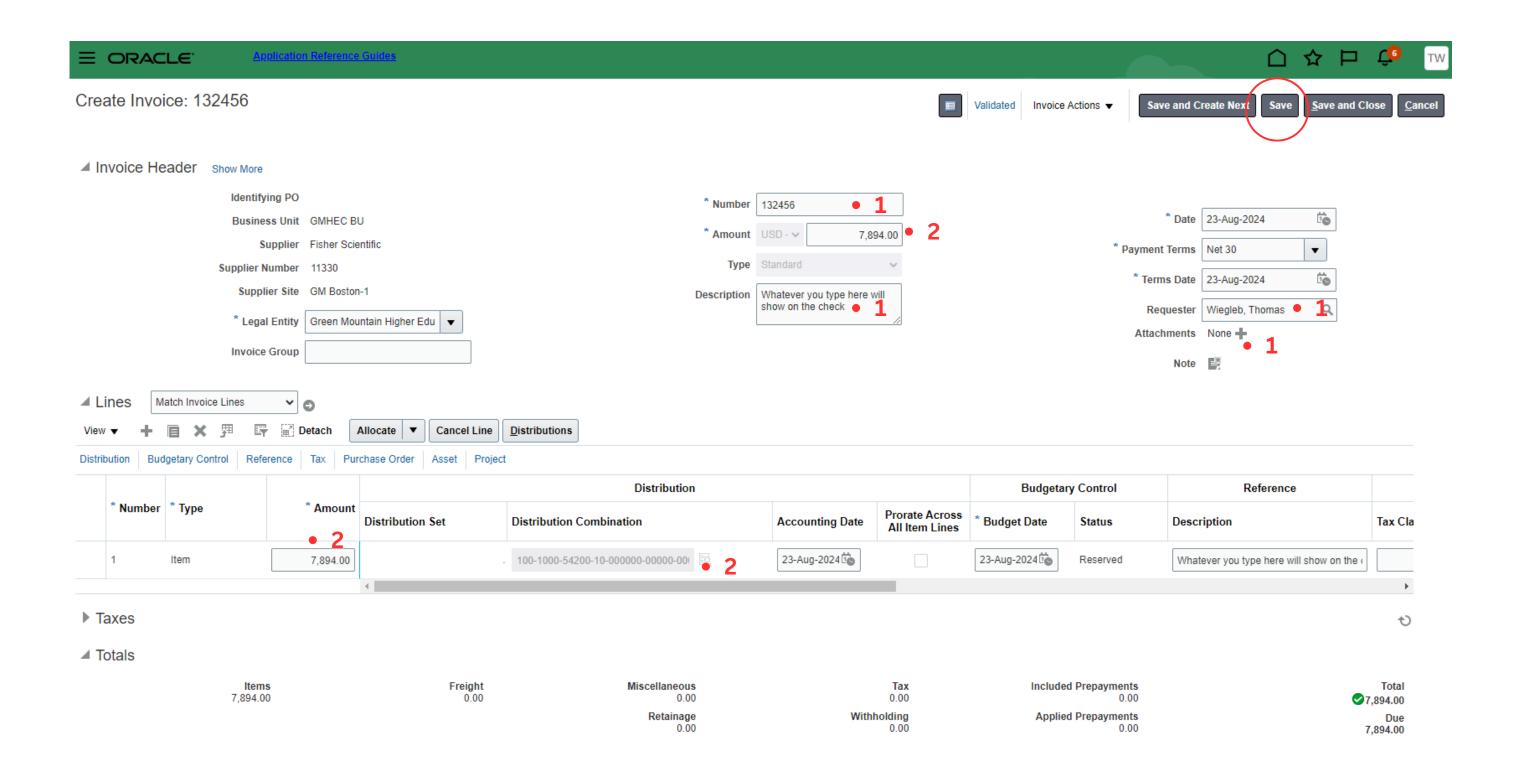
Making a Change to an Invoice

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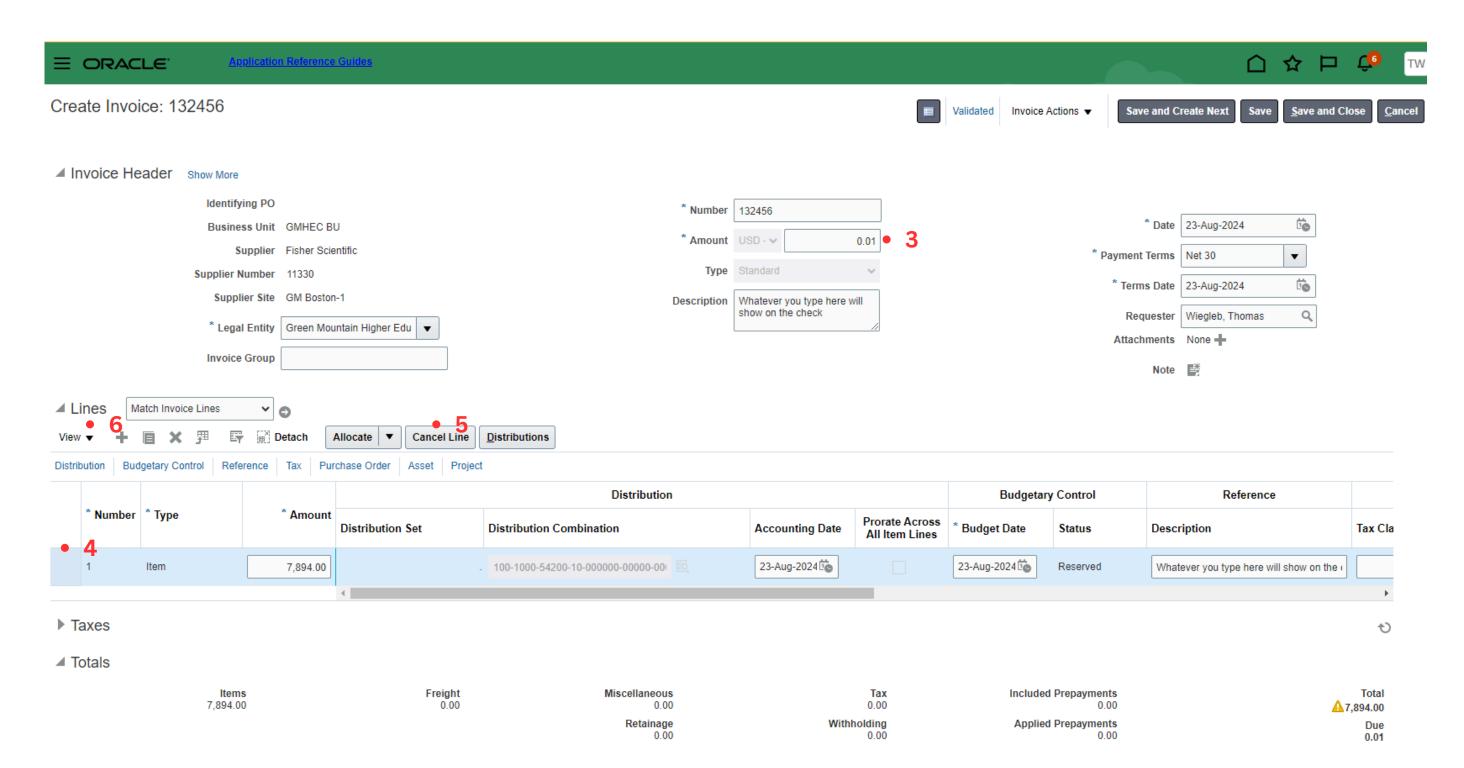


- 1 After you have withdrawn your invoice you can edit these items (Invoice Number, Description, and Attachments) freely
- 2 If you have to edit the amount or EDORDA please follow the directions below

Always click **Save** after making any changes

Making a Change to an Invoice

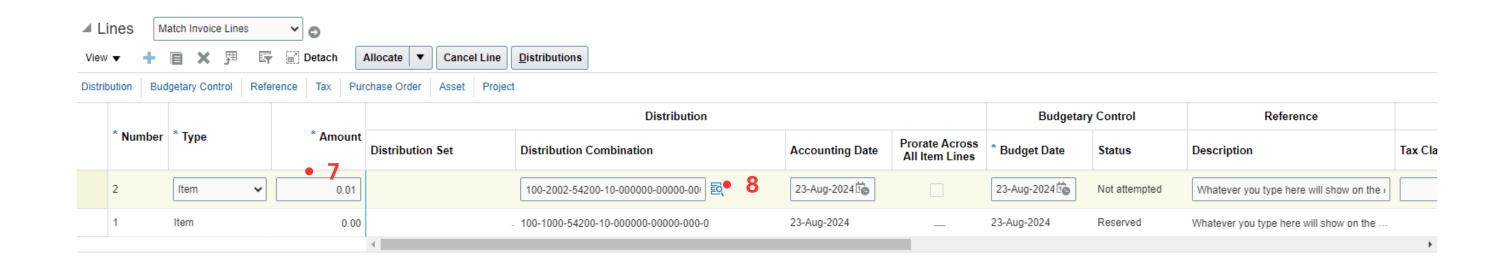
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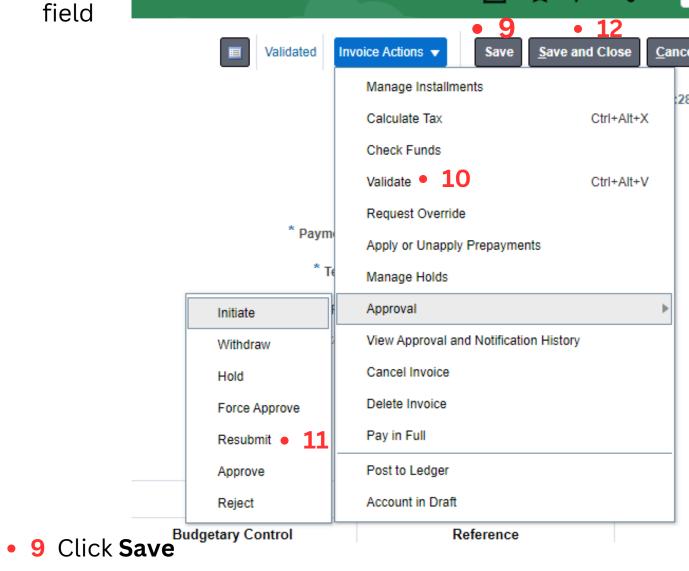
- 3 Edit the Amount here first.
 - To edit the EDORDA skip to step 6
- 4 Highlight the accounting line by clicking in an empty space on that line. The line will turn blue (as pictured)
- 5 Click on **Cancel Line**. You will still see the line but the amount will be \$0.00 and it will not longer be editable
- 6 Click on the + to add a new line

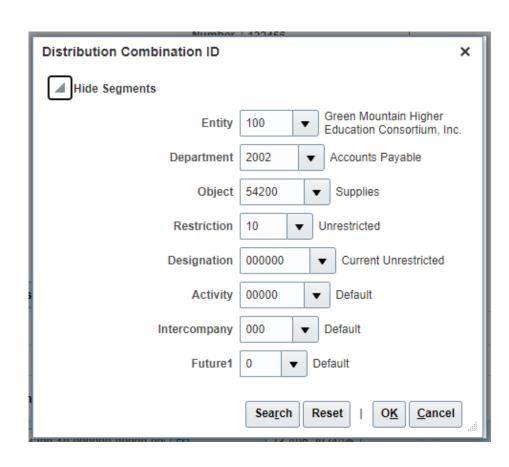
Making a Change to an Invoice

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- 7 You can enter the correct amount here, be sure to match the amount above (step 3)
- 8 Click on the blue icon to open the detailed view of the EDORDA.
 - You can edit your EDORDA in the detailed view (shown on the right) and click **OK**
 - You can also edit the EDORDA directly in the Distribution Combination





- 10 Click Invoice Actions > Validate to revalidate
- 11 You can resubmit your invoice when you are ready by clicking: Invoice Actions > Approval > Resubmit
- 12 You can now Save and Close

If you have any questions or need any assistance, please contact Accounts Payable at: ap@gmhec.org