

Making a Change to an Invoice

How to make a change to an invoice after you have withdrawn it

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Create Invoice: 132456

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

Invoice Header Show More

Identifying PO
Business Unit GMHEC BU
Supplier Fisher Scientific
Supplier Number 11330
Supplier Site GM Boston-1
Legal Entity Green Mountain Higher Edu
Invoice Group

* Number 132456 • 1
* Amount USD - 7,894.00 • 2
Type Standard
Description Whatever you type here will show on the check • 1
* Date 23-Aug-2024
* Payment Terms Net 30
* Terms Date 23-Aug-2024
Requester Wiegleb, Thomas • 1
Attachments None + • 1
Note

Lines Match Invoice Lines

View + - X Detach Allocate Cancel Line Distributions

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description	Tax Cla
1	Item	7,894.00 • 2		100-1000-54200-10-000000-00000-00 • 2	23-Aug-2024		23-Aug-2024	Reserved	Whatever you type here will show on the i	

Taxes

Totals

Items	Freight	Miscellaneous	Tax	Included Prepayments	Total
7,894.00	0.00	0.00	0.00	0.00	7,894.00
		Retainage 0.00	Withholding 0.00	Applied Prepayments 0.00	Due 7,894.00

• 1 After you have withdrawn your invoice you can edit these items (Invoice Number, Description, and Attachments) freely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

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The screenshot shows the Oracle Invoice Management interface. At the top, there is a green header with the Oracle logo and navigation icons. Below the header, the page title is "Create Invoice: 132456". The interface is divided into several sections:

- Invoice Header:** Contains fields for Identifying PO, Business Unit (GMHEC BU), Supplier (Fisher Scientific), Supplier Number (11330), Supplier Site (GM Boston-1), Legal Entity (Green Mountain Higher Edu), and Invoice Group.
- Amount and Date:** Fields for * Number (132456), * Amount (USD - 0.01), * Date (23-Aug-2024), * Payment Terms (Net 30), and * Terms Date (23-Aug-2024).
- Lines:** A table with columns for * Number, * Type, * Amount, Distribution Set, Distribution Combination, Accounting Date, Prorate Across All Item Lines, * Budget Date, Status, Description, and Tax Cla. The first line is highlighted in blue.
- Totals:** A summary table showing Items (7,894.00), Freight (0.00), Miscellaneous (0.00), Retainage (0.00), Tax (0.00), Withholding (0.00), Included Prepayments (0.00), Applied Prepayments (0.00), and Total (7,894.00).

Red dots and numbers (3, 4, 5, 6) are placed on the interface to indicate specific steps in the process of making a change to the invoice.

- **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

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* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description	Tax Cla
2	Item	0.01		100-2002-54200-10-000000-00000-000	23-Aug-2024	<input type="checkbox"/>	23-Aug-2024	Not attempted	Whatever you type here will show on the i	
1	Item	0.00		100-1000-54200-10-000000-00000-000-0	23-Aug-2024	—	23-Aug-2024	Reserved	Whatever you type here will show on the ...	

- 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 field

- 9 Click **Save**
- 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