

Withdrawing an Invoice

How to withdraw an invoice you have initiated

Page 1 of 1



- **Approved invoices CANNOT be withdrawn.**
- **Invoices on hold must be released before being withdrawn**

To withdraw an invoice: Invoice Actions > Approval > Withdraw

The screenshot shows the Oracle Invoice Actions menu. The 'Invoice Actions' dropdown is open, and the 'Approval' submenu is selected. Within the 'Approval' submenu, the 'Withdraw' option is highlighted. Red dots and numbers 1, 2, and 3 indicate the steps: 1. Click on 'Invoice Actions', 2. From the menu select 'Approval', and 3. From the submenu select 'Withdraw'.

Oracle Application Reference Guides

Create Invoice: 132456

Validated

Invoice Actions

Save and Create Next Save Save and Close Cancel

Manage Installments
Calculate Tax Ctrl+Alt+X
Check Funds
Validate Ctrl+Alt+V
Request Override
Apply or Unapply Prepayments
Manage Holds

Approval • 2

Initiate
Withdraw • 3
Hold
Force Approve
Resubmit
Approve
Reject

View Approval and Notification History
Cancel Invoice
Delete Invoice
Pay in Full
Post to Ledger
Account in Draft

Invoice Header

Identifying PO
Business Unit GMHEC BU
Supplier Fisher Scientific
Supplier Number 11330
Supplier Site GM Boston-1
Legal Entity Green Mountain Higher Education Consortium, Inc.
Invoice Group

Number 132456
Amount USD - US Dollar 7,894.00
Type Standard
Description Whatever you type here will show on the check

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		100-1000-54200-10-000000-00000-00	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	Withholding	Applied Prepayments	Due
		0.00	0.00	0.00	7,894.00

- **1** Click on **Invoice Actions**
- **2** From the menu select **Approval**
- **3** From the submenu select **Withdraw**

To make changes to your invoice see **Making a Change to an Invoice**.

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