

Making a Change to an Invoice

How to make a change to an invoice after you have withdrawn it

Page 1 of 3



Create Invoice: How to edit an invoice ?



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

Invoice Header

Identifying PO
Business Unit CC BU
Supplier Test McTester-Testington III. Esq
Supplier Number 48993
Supplier Site Springfield-1
Legal Entity Champlain College, Inc.
Invoice Group

* Number How to edit an invoice • 1
* Amount USD - 1,234.56 • 2
Type Standard
Description How to edit an invoice • 1

* Date 03-18-2025
* Payment Terms Immediate
* Terms Date 03-18-2025
Requester
Attachments None + • 1
Note

Lines

Match Invoice Lines
View + - Detach Allocate Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Asset Project

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description	Tax Classification
1	Item	1,234.56		200-1000-54200-10-000000-00000-00	03-18-2025	<input type="checkbox"/>	03-18-2025	Reserved	How to edit an invoice	

Taxes

Totals

Items	1,234.56	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	1,234.56
				Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00	Due	1,234.56

- 1 After you have withdrawn your invoice you can edit these items (Invoice Number, Description, and Attachments) freely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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Page 2 of 3



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Number How to edit an invoice
Amount USD 1,234.56
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Description How to edit an invoice

Date 03-18-2025
Payment Terms Immediate
Terms Date 03-18-2025
Requester
Attachments None
Note

Lines

Match Invoice Lines

View + Detach Allocate Cancel Line Distributions

Distribution Budgetary Control Reference Tax Purchase Order Asset Project

Number	Type	Amount	Distribution				Budgetary Control		Reference		Tax Classification
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	Budget Date	Status	Description		
1	Item	1,234.56	200-1000-54200-10-000000-00000-00	03-18-2025		03-18-2025	Reserved	How to edit an invoice			

Taxes

Totals

Items	1,234.56	Freight	0.00	Miscellaneous	0.00	Tax	0.00	Included Prepayments	0.00	Total	1,234.56
				Retainage	0.00	Withholding	0.00	Applied Prepayments	0.00	Due	1,234.56

- 3 Edit the Amount here first.
 - To edit the EDORDA skip to step 5
- 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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Page 3 of 3

* Number	* Type	* Amount	Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description	Tax Classification
2	Item	432.32		200-1000-54200-10-000000-00000-001	03-18-2025	<input type="checkbox"/>	03-18-2025	Not attempted	How to edit a invoice	
1	Item	0.00		200-1000-54200-10-000000-00000-000-0	03-18-2025					

- 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