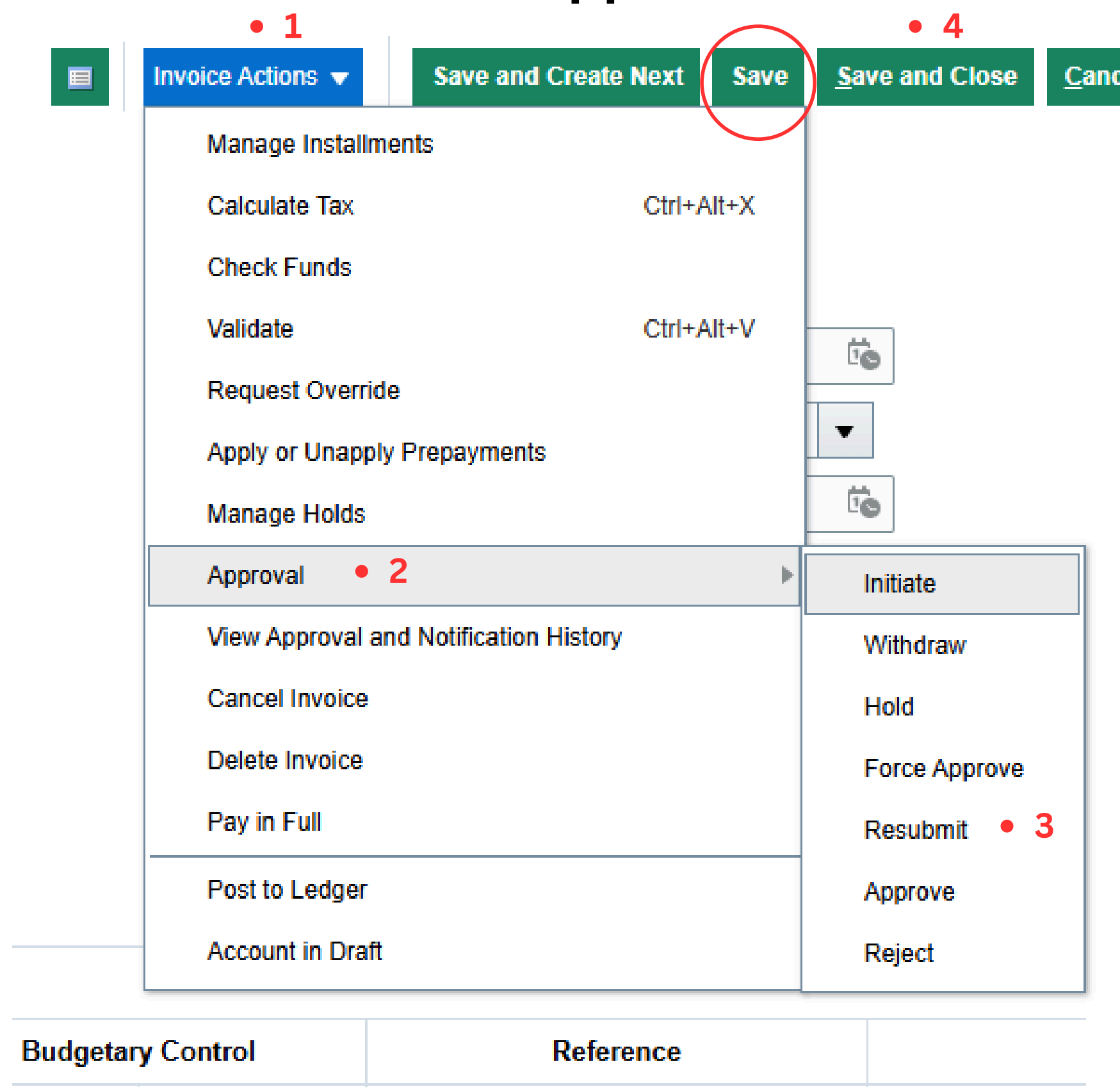


# Resubmitting an Invoice That Has Been Withdrawn

How to resubmit an invoice that has been withdrawn

Page 1 of 1

## Invoice Actions >Approval>Resubmit



- 1 Click on Invoice Actions
- 2 Click on Approval to open the submenu
- 3 Click on Resubmit
- 4 Click **Save and Close**

○ **TROUBLE SHOOTING TIP!** If you get an error message when trying to validate or resubmit an invoice, try clicking **Save**

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