

Making a Change to an Invoice

How to make a change to an invoice after you have withdrawn it

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Invoice Header

Identifying PO: How To Create an Invoice • 1
Business Unit: MIDD BU
Supplier: Fisher Scientific
Supplier Number: 11330
Supplier Site: MD Boston-1
Legal Entity: President and Fellows of Middlebury • 1
Invoice Group: []

* Number: How To Create an Invoice • 1
* Amount: USD - 123.32 • 2
Type: Standard
Description: This text appears on the remittance letter attached to the check • 1
Date: 18-Mar-2025
Payment Terms: Net 15
Terms Date: 18-Mar-2025
Requester: []
Attachments: None + • 1
Note: []

Lines

| * Number | * Type | * Amount | Distribution Set | Distribution Combination | Accounting Date | Prorate Across All Item Lines | * Budget Date | Status | Description | Tax Classification | Sh |
|----------|--------|----------|------------------|------------------------------------|-----------------|-------------------------------|---------------|----------|--|--------------------|----|
| 1 | Item | 123.32 | | 311-1107-54200-10-000000-00000-000 | 18-Mar-2025 | <input type="checkbox"/> | 18-Mar-2025 | Reserved | This text appears on the remittance letter | | M |

Totals

| Items | Freight | Miscellaneous | Tax | Included Prepayments | Total |
|--------|---------|---------------|------|----------------------|--------|
| 123.32 | 0.00 | 0.00 | 0.00 | 0.00 | 123.32 |

- **1** After you have withdrawn your invoice you can edit these items (Invoice Number, Description, and Attachments) freely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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Identifying PO
Business Unit MIDD BU
* Supplier Fisher Scientific
Supplier Number 11330
* Supplier Site MD Boston-1
* Legal Entity President and Fellows of Mi
Invoice Group

* Number How To Create an Invoice
* Amount USD - 456.78
Type Standard
Description This text appears on the remittance letter attached to the check

* Date 18-Mar-2025
* Payment Terms Net 15
* Terms Date 18-Mar-2025
Requester
Attachments None
Note

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 Classification | Shi |
|----------|--------|----------|------------------|--------------------------------------|-----------------|-------------------------------|---------------|---------------|---|--------------------|-----|
| 2 | Item | 456.78 | | 311-1107-54200-10-000000-00000-000 | 18-Mar-2025 | <input type="checkbox"/> | 18-Mar-2025 | Not attempted | This text appears on the remittance letter | | Mi |
| 1 | Item | 0.00 | | 311-1107-54200-10-000000-00000-000-0 | 18-Mar-2025 | — | 18-Mar-2025 | Reserved | This text appears on the remittance letter... | | Mid |

Totals

| Items | Freight | Miscellaneous | Tax | Included Prepayments | Total |
|--------|---------|---------------|------|----------------------|--------|
| 456.78 | 0.00 | 0.00 | 0.00 | 0.00 | 456.78 |

- **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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| Number | Type | Amount | Distribution | | | | Budgetary Control | | Reference | |
|--------|------|--------|------------------|--------------------------------------|-----------------|-------------------------------|-------------------|---------------|---|--------------------|
| | | | Distribution Set | Distribution Combination | Accounting Date | Prorate Across All Item Lines | Budget Date | Status | Description | Tax Classification |
| 2 | Item | 456.78 | | 311-1107-54200-10-000000-00000-000 | 18-Mar-2025 | <input type="checkbox"/> | 18-Mar-2025 | Not attempted | This text appears on the remittance letter | |
| 1 | Item | 0.00 | | 311-1107-54200-10-000000-00000-000-0 | 18-Mar-2025 | | 18-Mar-2025 | Reserved | This text appears on the remittance letter... | |

- **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

Distribution Combination ID

Hide Segments

Entity: 311 College

Department: 1107 Conflict Transformation Project

Object: 54200 Supplies

Restriction: 10 Unrestricted

Designation: 000000 Current Unrestricted

Activity: 00000 Default

Intercompany: 000 None

Future1: 0 Default

Buttons: Search, Reset, OK, Cancel

Invoice Actions

- Manage Installments
- Calculate Tax (Ctrl+Alt+X)
- Check Funds
- Validate (Ctrl+Alt+V) **10**
- Request Override
- Apply or Unapply Prepayments
- Manage Holds
- Approval
 - Initiate
 - Withdraw
 - Hold
 - Force Approve
 - Resubmit **11**
 - Approve
 - Reject
- View Approval and Notification History
- Cancel Invoice
- Delete Invoice
- Pay in Full
- Post to Ledger
- Account in Draft

Buttons: Save and Create Next, Save **9**, Save and Close **12**, Cancel

- **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