

Withdrawing an Invoice

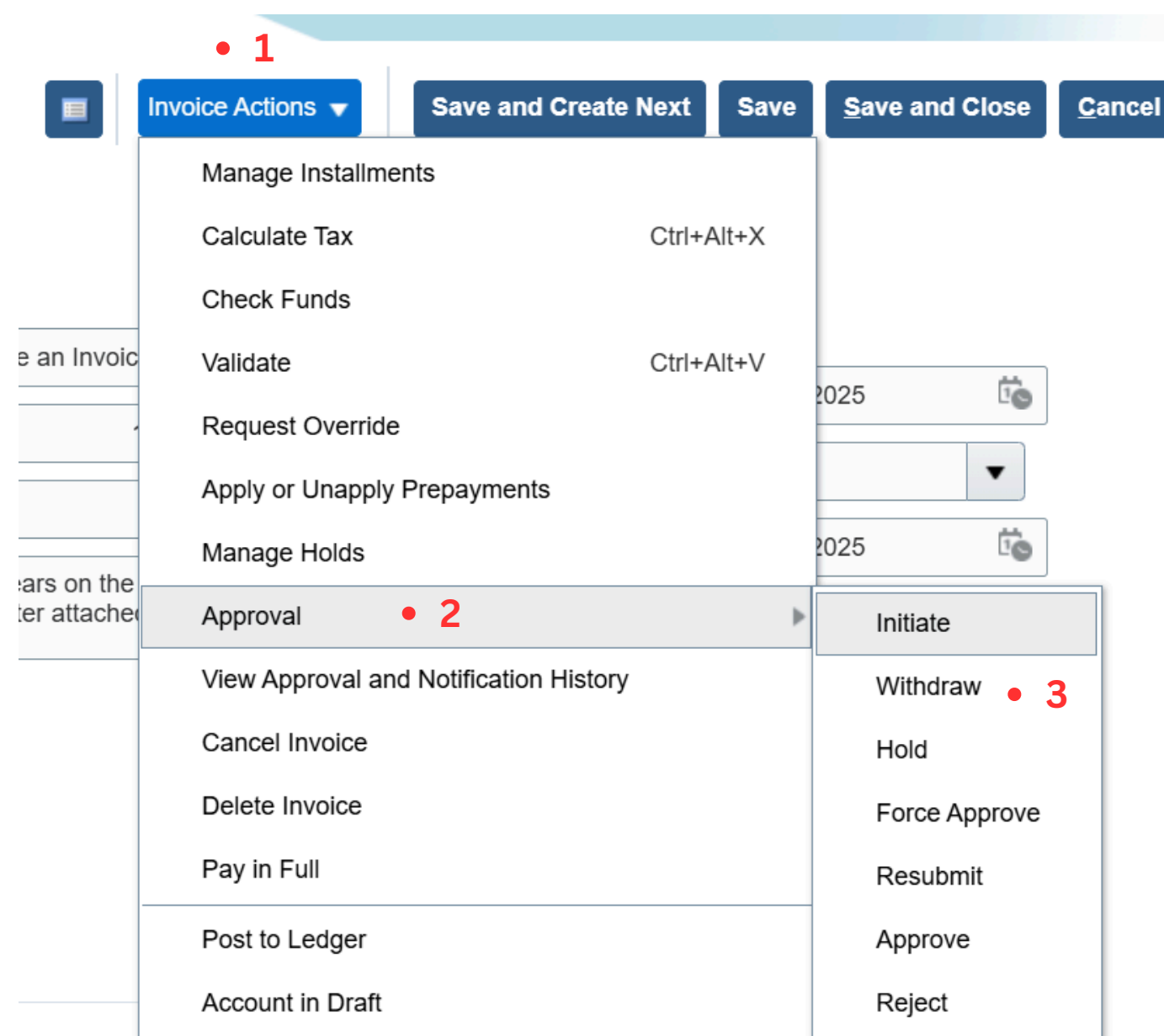
How to withdraw an invoice you have initiated

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- **Approved invoices CANNOT be withdrawn.**
- **Invoices on hold must be released before being withdrawn**

To withdraw an invoice: **Invoice Actions > Approval > Withdraw**



- **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**