

# 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How to make a change to an invoice after you have withdrawn it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 Create an Invoice ?



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

## Invoice Header

Identifying PO  
Business Unit SMC BU  
Supplier Fisher Scientific  
Supplier Number 11330  
Supplier Site SM Boston-1  
Legal Entity Saint Michael's College, Inc.  
Invoice Group

\* Number How to Create an Invoice • 1  
\* Amount USD - 123.45 • 2  
Type Standard  
Description This text appears on the remittance letter attached to the check • 1

\* Date 18-Mar-2025  
\* Payment Terms Immediate  
\* Terms Date 18-Mar-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				Budgetary Control		Reference		Tax Classification
			Distribution Set	Distribution Combination	Accounting Date	Prorate Across All Item Lines	* Budget Date	Status	Description		
1	Item	123.45		400-1010-54200-10-000000-00000-00	18-Mar-2025		18-Mar-2025	Reserved	This text appears on the remittance letter		

## Taxes

## Totals

Items 123.45 Freight 0.00 Miscellaneous 0.00 Tax 0.00 Included Prepayments 0.00 Total 123.45

- 1 After you have withdrawn your invoice you can edit these items (Invoice Number, Description, and Attachments) freely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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## Taxes

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- 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
- 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