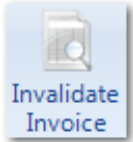


Invalidate Invoice

📅 Wed, Jan 17, 2024 📁 [Invoices Sub Menu](#)

It is possible that once an Invoice has been validated, a reason to invalidate it may occur. This can be done in the system. To invalidate an Invoice, perform the following:

1. Find the Invoice using the [Invoice Search](#) functionality (the invoice must be at a Validated status) and click the "Invalidate Invoice" button. This will move the Invoice back to the Approved status, right before it was validated.



Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=365>