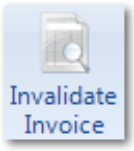
Invalidate Invoice

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.



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