

Updating/Voiding a Pending Approval Invoice

If your invoice is pending approval with the client, changes cannot be made without the client first taking action.

You will need to request the client dispute your invoice back to you for editing or voiding. To do so, use the Add Comment to Client button within the invoice and make your request.

PENDING
APPROVAL

INVOICE

Jordan vs. Bird/ 2018-50588

From: Example Vendor - New York
Tax#: 0123456
100 Times Square Suite 200
New York New York 01542
United States

Invoice #: 43151
Invoice Date: Sep 16, 2019
Due Date: Sep 30, 2019
Start Date: Aug 01, 2019
End Date: Aug 31, 2019

Fees: 0.00 USD
Fee Adjustments: 0.00 USD
Expense: 20.00 USD
Exp Adjustments: -20.00 USD
Net Fees & Exp: 0.00 USD
Discounts: 0.00 USD
Taxes: 0.00 USD
Invoice Total: 0.00 USD
Paid: - 0.00 USD

To: Onit Austin
Tax#: 12345-AUS
123 Main St
Austin TX
United States

Add Comment To Client

Summary:

Once the client has disputed the invoice you can Edit Invoice (instructions [here](#)) or Void Invoice using the button at the top.

DISPUTED

Edit Invoice Void Invoice

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United States

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