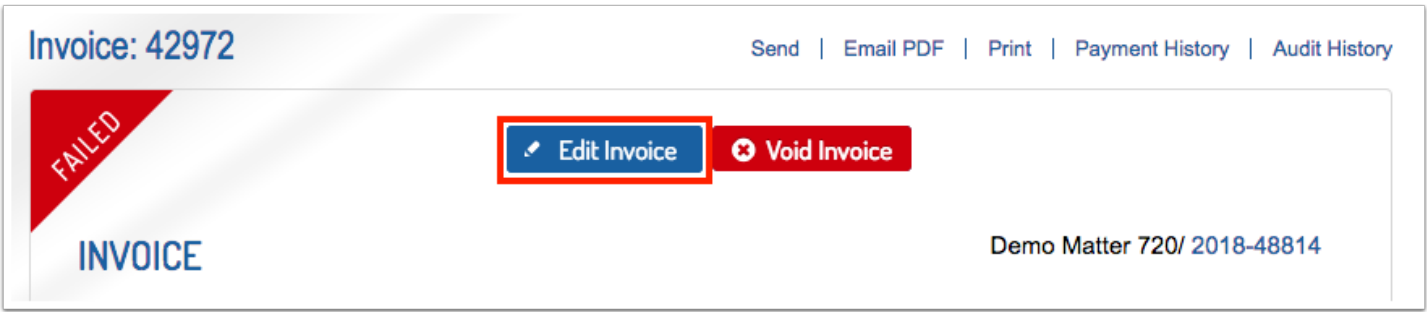
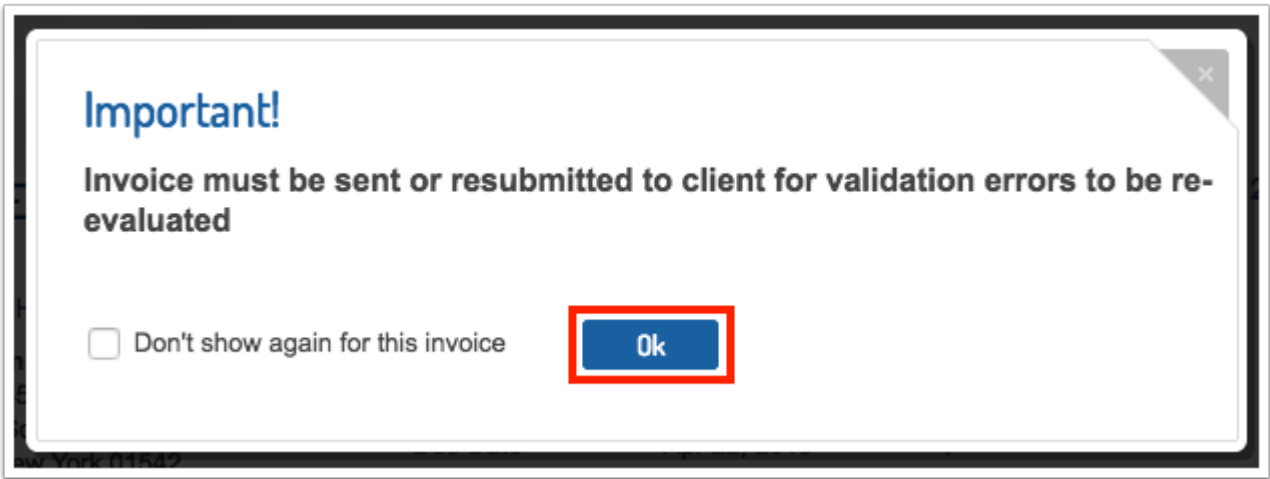


# Editing an Invoice

1. Within the invoice, click Edit Invoice.



2. The popup will explain that after edits are saved, previous invoice validation errors will still be displayed. Click Send to Client/Resubmit for the validation rules to be rechecked and submit your invoice to your client. Click OK on the popup to continue to invoice editing.



3. To edit items in the invoice header click Edit Invoice Header. Header editing will then open and you can make any edits, then click Update.

Edit Invoice Header

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

**To: Onit Houston**  
Tax#: 12345-HOU  
601 Sawyer St Suite 750  
Houston Texas 77006  
United States

Invoice #: 42972  
Invoice Date: Apr 08, 2019  
Due Date: Apr 22, 2019  
Start Date: Mar 01, 2019  
End Date: Mar 31, 2019

Fees: 0.00 EUR  
Fee Adjustments: 0.00 EUR  
Expense: 1,200.00 EUR  
Exp Adjustments: 0.00 EUR  
Net Fees & Exp: 1,200.00 EUR  
Discounts: 0.00 EUR  
Taxes: 0.00 EUR  
**Invoice Total: 1,200.00 EUR**  
Paid - 0.00 EUR

Editing Invoice# 42972

☐ Is this invoice subject to VAT processing rules ( e.g. Does the invoice contain VAT for the EU)

Office  
New York

Project  
Demo Matter 720 (2018-48814) (approved)

currency  
EUR

invoice number  
42972

invoice date  
2019-04-08

due date  
2019-04-22

start date  
2019-03-01

end date  
2019-03-31

Update

Cancel

4. Scroll to any line item you want to edit and click the pencil icon to open editing.

	Date	Description	Cost	Qty	Total
	2019-02-06	draft processing agreement - (E103) <span>Line dates must be within invoice period</span>	400.00 EUR	3.00	1,200.00 EUR

5. Make changes needed and click Update, repeat as necessary on other line items.

Editing an Invoice

Page 2

Editing expense line item...

date

2019-02-06

description

draft processing agreement

expense

E103 - Word processing

cost

400.0

quantity

3.0

Discount

line total

1200.00

Tax Type

Select a ...

Tax Rate

Remove

Add Tax

Update

Cancel

6. When done editing, scroll to the very bottom of the invoice and click Update to save all invoice changes.

Attach Files

Add Attachment

Update

taxes:

0.00 EUR

Invoice Total:

1,200.00 EUR

Paid

- 0.00 EUR

Currency Stamps (Invoice Totals)

Submitted Currency

1,200.00 EUR

Vendor Currency

1,360.08 USD

Spot Rate: 1.1334

7. Click Send To Client to submit the invoice to the client.

**NOTE: Previous invoice validation errors will still be displayed (after saving edits, before clicking send). The system does not reprocess the invoice validation check until you attempt to send the invoice again.**

Invoice: 14736

Send to Client

Email PDF

Print

Payment History

Audit History

FAILED

Edit Invoice

Void Invoice

INVOICE