

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
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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](#)

Jordan vs. Bird/ [2018-50588](#)

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