

Editing a Returned Invoice

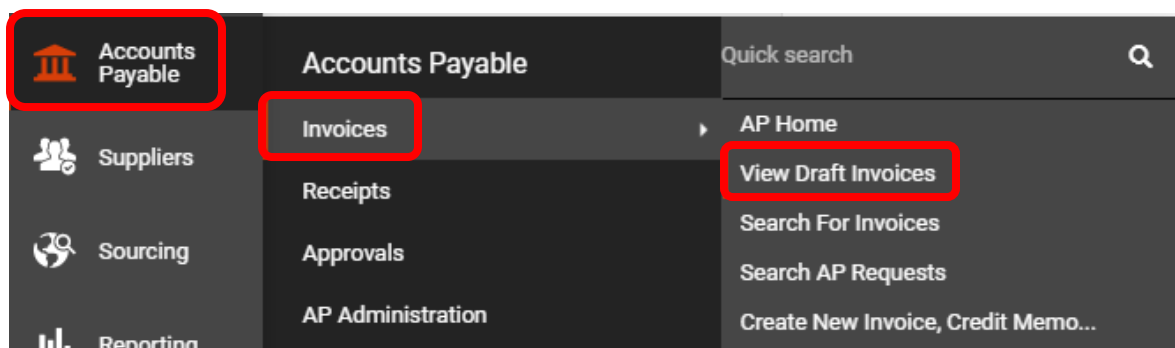
What is a Returned Invoice?

A returned invoice is one that has been returned by an approver to the invoice entry person for corrections.

It's important to note that returned invoices cannot be deleted. To cancel an invoice after it has been returned, the invoice must be refinalized and then rejected/cancelled by an approver.

Accessing Returned Invoices

1. From the BennyBuy home page, navigate to your draft invoices by selecting the **Accounts Payable** tab. Select **Invoices** and then **View Draft Invoices**.



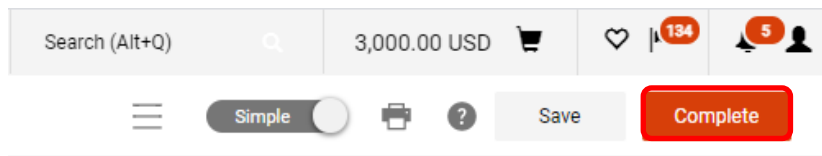
2. On the draft invoices page, any invoices that have been returned to you will be under the **My Returned Invoices** section. Click on the IB number under the **Invoice Number** column to access the returned invoice.

Accounts Payable > Invoices > View Draft Invoices

My Returned Invoices			Num
Invoice Number	Supplier Invoice No.	Supplier Name	
IB000539	584976	Alex's Awesome Air Balloons INC	
IB000571	asf	Alex's Awesome Air Balloons INC	
IB000599	afwewer	Alex's Awesome Air Balloons INC	
IB000600	12345687	Alex's Awesome Air Balloons INC	
IB000632	afwerwer	Alex's Awesome Air Balloons INC	
IB000645	Invoice7	Alex's Awesome Air Balloons INC	

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3. Make edits as necessary on the returned invoice. Once all edits have been made, click the **Complete** button to put the invoice back into approval workflow.



4. Once you have recompleted the invoice, it will route back through approval workflow from the beginning. It will not route back to the person who returned it to you.