Cancel or Change Supplier Invoices/Expense Reports/Spend Authorizations—Use when you need to cancel or change

Cancel: Access your Inbox and Click Archive

1. Click the Supplier Invoice/Expense Report/Spend Authorization that you want to Cancel.
2. When your Supplier Invoice/Expense Report/Spend Authorization displays on the page, go to the For section.
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3. Go to the end of the For section and hover over and click the Related Actions icon.
5. A confirmation page will display, click **OK**. The example is for a Supplier Invoice.

**Confirm Cancel Supplier Invoice Document**

Please confirm that you wish to cancel the supplier invoice below.

<table>
<thead>
<tr>
<th>Supplier Invoice</th>
<th>Invoice Number</th>
<th>SUPP_INV-00000266</th>
<th>Status</th>
<th>In Progress</th>
<th>Payment Status</th>
<th>Unpaid</th>
<th>Budget Check Status</th>
<th>Pass on 06/30/2015</th>
</tr>
</thead>
</table>

**Invoice Information**

- **Company**: Florida Atlantic University
- **Supplier**: B&H Foto & Electronics Corp
- **Currency**: USD
- **Invoice Date**: 06/20/2015
- **Total Invoice Amount**: $500.00
- **Amount Due**: $500.00

**Terms and Taxes**

- **Payment Terms**: Net 45
- **Discount Date**: (empty)
- **Due Date**: 08/08/2015
- **Default Payment Type**: ACH

**Invoice Reference Information**

- **Ship-To Address**: 777 Grades Road, Boca Raton
- **Supplier Reference Number**: 97531
- **External PO Number**: (empty)
- **Supplier Contract**: (empty)
- **Total Contract Amount**: $0.00

**Invoice Lines**

<table>
<thead>
<tr>
<th>Invoice Line</th>
<th>Company</th>
<th>Item</th>
<th>Spend Category</th>
<th>Tax</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Extended Amount</th>
<th>Prepaid</th>
<th>Memo</th>
<th>*SmartTag</th>
<th>*Cost Center</th>
<th>*Fund</th>
<th>Grant</th>
<th>Pri</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Florida Atlantic University</td>
<td>Cameras</td>
<td></td>
<td>Tax Applicability Tax Code</td>
<td>1</td>
<td>500.00</td>
<td>500.00</td>
<td></td>
<td></td>
<td>TAG000021 Visual Art &amp; Art History</td>
<td>CCO192 Visual Art &amp; Art History</td>
<td>FAU_F0000 Grants and Aid</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Cancel or Change Supplier Invoices/Expense Reports/Spend Authorizations—Use when you need to cancel or change](image_url)
Cancel or Change Supplier Invoices/Expense Reports/Spend Authorizations—Use when you need to cancel or change

6. After you click **OK**, another page will display:
   a. The **Status** will say **Canceled**.
   b. Click **Done** if it appears.

Your screens and processes may vary from those described here.
Cancel or Change Supplier Invoices/Expense Reports/Spend Authorizations—Use when you need to cancel or change

Change: Access your Inbox and Click Archive

1. Click the Supplier Invoice/Expense Report/Spend Authorization that you want to Change.
2. When your Supplier Invoice/Expense Report/Spend Authorization displays on the page, go to the For section.
3. Go to the end of the **For** section and hover over and click the **Related Actions** icon.

4. On the left side, under **Available Actions**, hover over **Supplier Invoice/Expense Report/Spend Authorization** and click **Change**.
Cancel or Change Supplier Invoices/Expense Reports/Spend Authorizations—Use when you need to cancel or change

5. Make your changes (the example is for a Supplier Invoice):
   a. Click **Submit**
   b. Then click **Done**