Returning Invoices

“Return Invoice” is now an option in the “Available Actions” drop down list. When this option is selected, the user will be prompted to select the user to return the invoice to and to include the reason the user is returning the invoice. **NOTE:** you must first assign the invoice to yourself before the “Return Invoice” action will become available.

The invoice will then be routed back to the Invoice Owner’s “Returned Invoices” list – and will NOT appear in their “Invoice Approval Queue”. The Invoice Owner will also receive an email notification stating that an invoice has been returned:
Dear Heather Showers,

This Invoice has been returned. To modify the invoice go the "Draft Invoices" page.

Click here to view returned invoices.

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If you have any questions with regard to this invoice, please contact the approver who returned the invoice or your Selectsite Support Team.

Support Team Contact Information:
+1 (518) 276-6222
procurement_support@lists.rpi.edu

Thank You,
Rensselaer Polytechnic Institute

There is also a new section in the “Action Item” menu for “My Returned Invoices”
Or they can search the “View Draft Invoices” menu within the AP menu

When they open the invoice, it will be back in full edit/draft mode where they can make the corrections requested by the person who returned the invoice.
Once the changes are complete, the Invoice Owner will complete and approve the invoice. The workflow will completely restart and will follow the rules for whatever org/dollar amount is on the invoice.

Please contact procurement_support@lists.rpi.edu if you have any questions related to this functionality.