

An invoice may display in your *Dept'l Invoices for Processing* folder with a status of *Rejected*. This will occur if an approver or pre-approver has rejected the invoice or if the invoice approval notification has timed out. In either case, you will receive a notification to advise you that the invoice has been rejected. You can then make the required changes to the invoice and resubmit it for approval.

Reviewing the approval history

1 Navigate to **Document Production > Payables**.

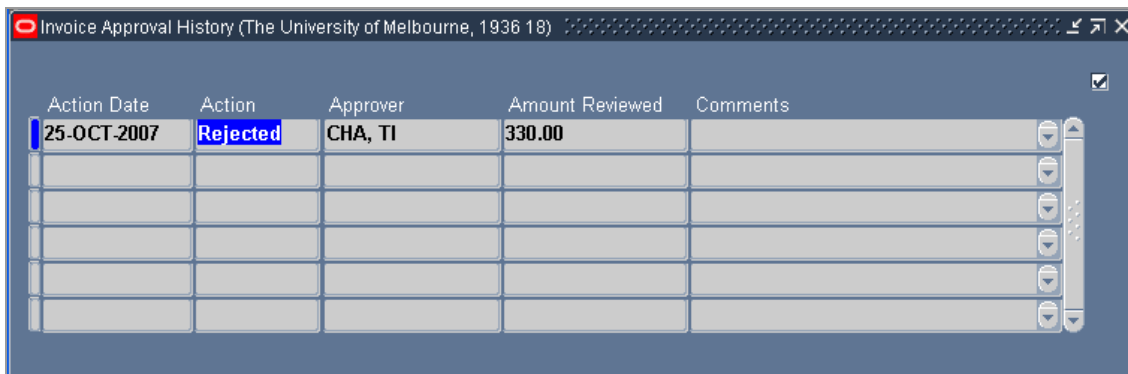
If you are using the UOM Manager responsibility navigate to **Payables > Payables**.
The Invoices screen will display.

2 Retrieve the invoice you wish to resubmit.

- Press **F11** to enter query mode (or select **View > Query by Example > Enter** from the menu bar)
- Enter your search criteria
- Press **Ctrl + F11** to retrieve the matching invoice/s (or select **View > Query by Example > Run** from the menu bar)

3 Select **Tools > View Invoice Approval History** from the menu bar.

The Invoice Approval History screen will display.



Action Date	Action	Approver	Amount Reviewed	Comments
25-OCT-2007	Rejected	CHA, TI	330.00	

4 Review the comments provided by the approver then close the screen to return to the invoice.

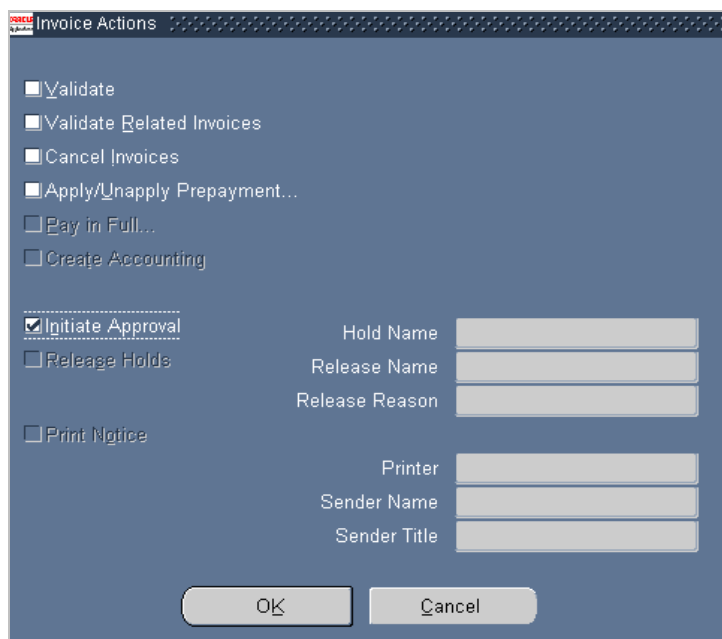
5 Make the appropriate changes to the invoice and save.

Ensure you check that the appropriate approver is listed in the Approver field.

Note: Themis will not allow you to resubmit an invoice if you have not made any changes.

6 Click on the **Actions 1** button.

The Invoice Actions screen will display.



Validate

Validate Related Invoices

Cancel Invoices

Apply/Unapply Prepayment...

Pay in Full...

Create Accounting

Initiate Approval

Release Holds

Print Notice

Hold Name

Release Name

Release Reason

Printer

Sender Name

Sender Title

OK Cancel

7 Tick the **Initiate Approval** checkbox and click on the **OK** button.

An approval notification will be forwarded to the approver selected.