Introduction
This guide explains how to edit a non-invoiced payment request before it has been approved (i.e. while it is still in workflow).

A. Amend any of the details
B. Amend the coding only

Note that once a payment request has been approved it cannot be amended. If you need help please contact the Payments Team.

Audience
Staff in schools and departments that are responsible for requesting non-invoiced payments.

A. Amend any of the details
Any of the details can be amended when you open the transaction in the original Registration of incoming invoices screen. You will need the transaction number to do this.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the main menu select Procurement then Procurement invoices&gt;Registration of incoming invoices</td>
</tr>
<tr>
<td>2.</td>
<td>Click Open at the bottom of the screen.</td>
</tr>
<tr>
<td>3.</td>
<td>The Value lookup window opens with all the transactions listed. Browse or use the filter box in the column header to search for your transaction.</td>
</tr>
<tr>
<td>4.</td>
<td>Click anywhere on the transaction line. The transaction opens in the original Registration of incoming invoices screen.</td>
</tr>
</tbody>
</table>
| 5. | Make your changes:  
| 1. | To edit fields on the Invoice and Accounting tabs (e.g. bank details, amount), simply over-type what is there.  
| 2. | To upload missing attachments (e.g. claim form, proof of authorisation, receipts), |
click the Documents icon.

In the Documents window, click Add a document then locate and upload the file on your computer (select Document type=Incoming Invoices)

3. To remove incorrect attachments, click Actions>Delete, then click Delete to confirm

![Image](image_url)

If you get an error when you try to delete, leave the incorrect attachment there and just upload the correct one alongside it.

6. Click Save to save your changes and resubmit your request for approval

What happens next?
Your payment request is resubmitted for approval.

B. Amend the coding only
If you only need to amend the coding (account code or subproject) you can do this via task manager.

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the Task icon and select the relevant task (Invoice rejected to initiator). The Supplier invoice approval window opens.</td>
</tr>
<tr>
<td>2.</td>
<td>Review the approver’s comment in the workflow log</td>
</tr>
</tbody>
</table>
3. Scroll down to the **Supplier invoice details** section and amend the relevant field.

4. Click the **Approve** button at the bottom. A confirmation message is displayed.

5. Click **OK**.

What happens next?
Your payment request is resubmitted for approval.

Where to go for help?
Contact the Payments Team on 020 7380 3140 or email payments@bbk.ac.uk