

## How to . . .

### Remove approval of an invoice

<b>Purpose</b>	<b>If you are trying to transfer an invoicing plan and the Transfer Invoicing Plan button is grayed out, you need to remove approval on the invoice and start again.</b>
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- 1) Navigate in Java to Menu > Project Cost > Invoicing > Invoice Selection. In this window, search for the project number. In the Status Island, you will see that the boxes Approve for Editing and Approve for Invoicing are both checked. This is why you cannot Transfer the Invoicing plan. You now need to go to Action > Remove Approval. The invoice is no longer approved. You will now be able to go back into the Portal and Transfer the invoicing plan.

The screen shot below shows the Invoice Selection window after removing approval. This is what it should look like for you to be able to transfer the invoicing plan.

