

## Correcting Invoices

### All completed within the A/R tab

1. Look up invoice to be corrected.

Customer: Crane Development #164908

Buttons: See Customer, RePrintBasic, RePrintMerge, Log Changes, Log Actions, **Reverse & Rebill**, ReopenClosedInv, PrintNoted

2. Click on Reverse and Rebill Button.
  - This will open the Invoice Reverse Form.
3. Select the transaction to be corrected by clicking on Modify this Txn to the left of the transaction.

Abandon rebill  
Modifications complete - Regenerate invoice

Modified?	WEDate	WBill	Employee	CustName	Cust#	BillExp	Rhrs	Ohrs	Dhrs	Skill	Bill	OBill	DBill	TotalBill
Modify this Txn	08/08/04	08/08/04	Healthy, Tom	Crane Devel	8E+05	\$33.03	40	0	0	P004	\$25.05	\$37.58	\$50.10	\$1,035.03
Modify this Txn	08/08/04	08/08/04	Larson, Jessica	Crane Devel	8E+05	\$33.03	40	0	0	P004	\$25.05	\$37.58	\$50.10	\$1,035.03
Modify this Txn	08/08/04	08/08/04	Thomson, Josep	Crane Devel	8E+05	\$33.03	40	0	0	P004	\$25.05	\$37.58	\$50.10	\$1,035.03

- This will bring you to the full screen of the specific transaction and display the Invoicing information.

4. Make necessary changes to the bill rate/hours/adjustments.

Employee Name: Healthy, Tom | Customer Name: Crane Development | AIdent: 5130 | Cust#: 778664 | AsgID: 2157

WorkHrs: 40 | Shift: 1

RHrs	OHrs	DHrs	WkWorked	Seq	PerfNote
39	0	0	08/08/04	0	

Other/Reimbursements:

Other/Reimbursements	Base Amount	Uplifted Amt	InvoiceText	Bill
mileage	\$0.01	\$0.01		<input checked="" type="checkbox"/>
parking	\$0.01	\$0.01		<input checked="" type="checkbox"/>
travel	\$12.00	\$12.00		<input checked="" type="checkbox"/>
mileage	\$11.00	\$11.00		<input checked="" type="checkbox"/>

Record: 1 of 6

BRate: \$25.05 | ORate: \$37.58 | DRate: \$50.10 | SalaryBill: \$0.00

Units: 0 | UnitBill: \$0.00

Company: HIT | Branch: Memphis SE | WBill: 08/08/04 | BillUpl: \$33.03

Paycode: Reg | Title: Data Entry

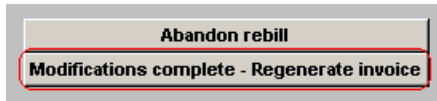
Entity/CCtr: | SubEntity: | ReqNumber: | CustExtra1: | CustExtra2: | CustExtra3: |

5. Click Refresh.
6. Click the Close door button.

Repeat Steps 3 and 4 for each modification you would like to complete.

### Once all modifications have been made

1. Click Modifications Complete-Regenerate Invoice button.

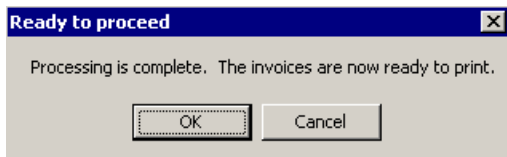


- This will open a Bill Correction Invoice run.

Paycode	BillCor	
BankID	1	
WeekendBill	08/15/04	
RunType	Correction	
InvoiceRunID:	3	

Continue with correction processing

2. Click Continue With Correction Processing.



3. Click OK to Print Invoices.

A Credit or Debit Invoice will print. These steps are sufficient if you wish to send out a credit/debit invoice. However, if you would like to send a **corrected** invoice, use the following steps:

### To issue a corrected invoice

1. Re-lookup your original invoice.



Cust Name Lkp: Cust# Lkp: Inv# Lkp: AC Contractors #164904

InvDescr Payment Other Messages Detail TxnsHistory Directory Post Reports Switchboard

See Customer RePrintBasic RePrintMerge Log Changes Log Actions Reverse & Rebill ReopenClosedInv PrintNoted

2. Verify the Invoices to be merged. Click Continue.

Invoice Number  
164904      Continue

Select invoices below to merge with this invoice:

InvoiceNumberSelected

164904
164904-1

3. Click in the box Reprint Merged Invoice.

Invoice Merge Form      164904

Select the transactions from the original and correcting invoices that should be included in the merged invoice reprint.

Include	Invoice	WE Date	Employee	SkillCode	Reg	OT	Rate	Total
<input type="checkbox"/>		08/08/04	Mel, Mel	Data Coding Clerk				\$540.00
<input checked="" type="checkbox"/>		08/08/04	Mel, Mel	Data Coding Clerk				\$405.00
<input type="checkbox"/>		08/08/04	Mel, Mel	BillCor				(\$540.00)
<input checked="" type="checkbox"/>		08/08/04	Mel, Mel	travel				\$0.01
<input checked="" type="checkbox"/>		08/08/04	Mel, Mel	mileage				\$0.01
<input checked="" type="checkbox"/>		08/08/04	Mel, Mel	parking				\$0.01
<input checked="" type="checkbox"/>		08/08/04	Mel, Mel	travel				\$12.00
<input checked="" type="checkbox"/>		08/08/04	Mel, Mel	mileage				\$11.00
<input checked="" type="checkbox"/>		08/08/04	Mel, Mel	parking				\$10.00

4. Select the transactions you would like to include on the invoice by placing a check mark in the Include boxes. If desired, type over the BilCor to reflect the correct Skill Code.
5. Click Print Merged Invoice.