

Correcting Invoices 9R1

All completed within the A/R tab

1. Look up invoice to be corrected.

Search filters: Cust Name Lkp: [], Cust# Lkp: [], Inv# Lkp: [] Crane Development #164908

Tabs: InvDescr | Payment | Other | Messages | Detail | TxnsHistory | Directory | Post | Reports | Switchboard

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 | Aldent: 5130 | Cust#: 778664 | AsglD: 2157

Day1-7: 0 0 0 0 0 0 0 | THours: 40 | WorkHrs: [] | Shift: 1

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

Other/Reimbursements	Base Amount	Uplifted Amt	Invoice Text	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	Units	0	Paycode	Reg	Entity/CDtr	
ORate	\$37.58	UnitBill	\$0.00	Title	P004	SubEntity	
DRate	\$50.10	Company	HIT	Title	Data Entry	ReqNumber	
SalaryBill	\$0.00	Branch	Memphis SE	PONumber		CustExtra1	
RevTxn:		WBill	08/08/04	Supervisor		CustExtra2	
TxnId:	2	BillUpt:	\$33.03	AcctCode		CustExtra3	
MonthlyBill	<input type="checkbox"/>			Location			

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.

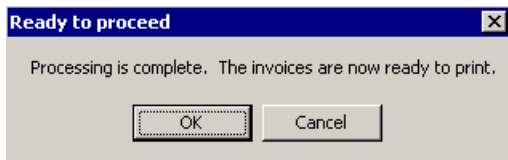


- This will open a Bill Correction Invoice run.

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.

+	G	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	

- Verify the Invoices to be merged. Click Continue.

Invoice Number
164904

Continue

Select invoices below to merge with this invoice:

InvoiceNumberSelected
164904
164904-1

- Click in the box Reprint Merged Invoice.

Invoice Merge Form

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

- 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.
- Click Print Merged Invoice.

Print Merged Invoice

Invoice Total: \$438.03

Select All Rows