

Adjusting Service Item Amounts - PO Generated

After a PO has been Generated on a Service Item, the Line Items included on the PO can no longer be edited.

After an Invoice is Approved against the Service Item, no changes can be made at all. The Insert Row button is grayed out.

To adjust the Service Item amount, open the Line Item Details Pop up by clicking on the Service Item Amount. Click Insert Row button to add a new Row. You can Insert as many Rows as you need to enter your adjustments. If you need to reduce the amount of the Service Item you will enter either a negative Quantity or a negative Rate, whichever is more appropriate. Example: A PO was generated for 2 crew to be transported for \$50.00 each. To adjust this to 1 crew enter a Quantity of -1 and a Rate of \$50.00, this will reduce your Service Item by -\$50.00.

Important: Check your Totals to ensure the Principal Amounts (DA Amounts) and Vendor Amounts (AP Amounts) are correct.

Save your work.

Line Items Details

Header - Services/Proforma

Vessel File	Description	Vendor Name	Profit Center	Call Type
2123791-P	DOCKAGE (1050)	ALABAMA STATE PORT AUTHORITY (639)	2241-MOBILE, AL	PWA

☒ Send Email

LINE ITEMS

+ INSERT ROW

Tariff It...	Tariff Item Des...	Vendor Item D...	Std...	Remar...	Quant...	Rat...	Rate	Unit	Gross A...	Prin D...	Prin D...	Prin N...
			null		1.00000		\$10,413.54000	EA	\$10,413.54	0.00 %	\$0.00	\$10,413.54

1 Code Name Vendor Item Description

100 Dockage

25

870 Miscellaneous (No Disco

00 unt)

Notify Vendor: When you close the Line Item Details Pop up you will normally receive a prompt asking if you want to Email the changes to the Vendor. Normally these adjustments are for Internal purposes and the notification to the Vendor is not needed, choose No in this case. If the Vendor does need to be Emailed to the change choose Yes.