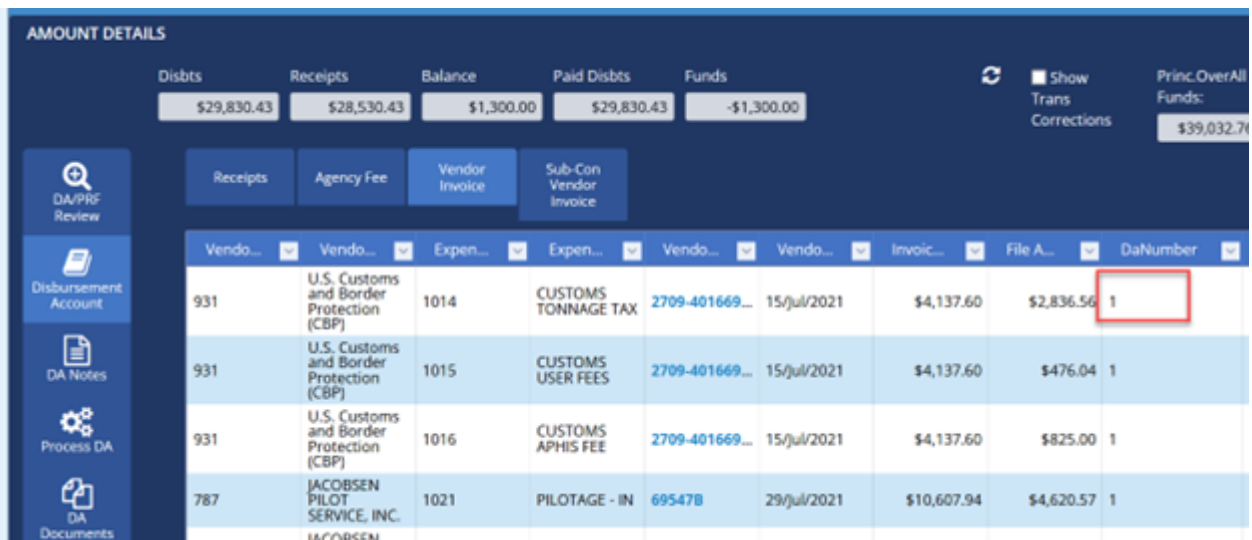


CORRECT AN INVOICE - PROCEDURE FOR TRANSFERRING INVOICES

CORRECT Button – used to change the coding of the invoice. You can change the File Number(s) and Service Items. The original items get revoked during this process. If a payment has been made, then the payment also gets included in the correction entries. In this process you cannot change the Vendor Account or Invoice Amount.

REVOKE Button – used to kill the invoice and related service items. This reverses the invoice from the Vessel File and AP. If there was a payment made on the invoice that payment will remain open in AP until such a time that the credit is taken back (or a refund received).

IN THE DA SCREEN CHECK TO SEE IF INVOICE HAS BEEN BILLED. USING THE SEARCH ICON SEARCH FOR THE FILE AND WHEN LOCATED CHOOSE THE PIGGYBANK ICON WHICH TAKES YOU DIRECTLY TO THE DA SCREEN. SELECT DISBURSEMENT ACCOUNT/VENDOR INVOICE TAB AS SHOWN BELOW. LOOK FOR THE “DA NUMBER” COLUMN.



AMOUNT DETAILS									
Disbts		Receipts		Balance		Paid Disbts		Funds	
\$29,830.43		\$28,530.43		\$1,300.00		\$29,830.43		-\$1,300.00	
DA/PRF Review Disbursement Account DA Notes Process DA DA Documents									
Receipts	Agency Fee	Vendor Invoice	Sub-Con Vendor Invoice						
Vendo...	Vendo...	Expen...	Expen...	Vendo...	Vendo...	Invoice...	File A...	DaNumber	
931	U.S. Customs and Border Protection (CBP)	1014	CUSTOMS TONNAGE TAX	2709-401669...	15/jul/2021	\$4,137.60	\$2,836.56	1	
931	U.S. Customs and Border Protection (CBP)	1015	CUSTOMS USER FEES	2709-401669...	15/jul/2021	\$4,137.60	\$476.04	1	
931	U.S. Customs and Border Protection (CBP)	1016	CUSTOMS APHS FEE	2709-401669...	15/jul/2021	\$4,137.60	\$825.00	1	
787	JACOBSEN PILOT SERVICE, INC.	1021	PILOTAGE - IN	69547B	29/jul/2021	\$10,607.94	\$4,620.57	1	

IF INVOICE IS BILLED ACCOUNTING WILL NEED TO MAKE CORRECTION BY PROCESSING A CREDIT TO THE WRONG FILE AND DEBIT TO THE CORRECT FILE. IF INVOICE HAS NOT BEEN BILLED CONTINUE BELOW.

YOU MUST FIRST BE SURE THAT THE SERVICE ITEM AND PO ARE ADDED TO THE FILE THAT YOU ARE TRANSFERRING TO. IN THIS EXAMPLE WE WANT TO TRANSFER THE BELOW INVOICE THAT IS APPEARING AS UNBILLED IN THE W FILE TO THE P FILE.



AMOUNT DETAILS									
Disbts		Receipts		Balance		Paid Disbts		Funds	
\$15,518.54		\$0.00		\$15,518.54		\$7,946.21		-\$7,946.21	
DA/PRF Review Disbursement Account DA Notes Settings									
Receipts	Agency Fee	Vendor Invoice	Sub-Con Vendor Invoice						
Vendo...	Vendo...	Expen...	Expen...	Vendor Inv...	Vendo...	Invoice...	File A...	DaNu...	
13744	PASHA AUTOMOTIVE SERVICES	2020	SECURITY GUARD	PAS 0000029658	17/Sep/2021	\$312.33	\$312.33	2	
6453	TBC COMPANY	2060	HOTEL & ACCOMMOD...	20330	02/Dec/2021	\$3,200.00	\$3,200.00	2	
6453	TBC COMPANY	2070	TRANSPORT / TWIC ESCORT	RR20134	29/Sep/2021	\$6,271.71	\$6,271.71	2	
62484	SHARP HEALTHCARE	2080	MEDICAL EXPENSES	NL09052140600	05/Sep/2021	\$4,060.00	\$4,060.00		

YOU WOULD FIRST GO THE AGENCY FEE/SERVICES TAB WHERE THE INVOICE IS CURRENTLY LOCATED. SELECT THE SERVICE ITEM THAT YOU WANT TO COPY BY TICKING THE BOX AS SHOWN BELOW AND THEN “COPY ITEM”

Service Items: **SAVE** **DELETE SELECTED** **COPY ITEM**

Templates: **RETRIEVE TEMPLATE** **SAVE AS TEMPLATE**

Payments: **GENERATE CHECK(S)** **VIEW PAYMENTS** **POST/VOID BLANK**

File Type: **WALLEM SHIP MANAGEMENT (INDIA) PVT. LTD. - W**

	Code	Vendor Name	Use S...	Sub Contract Vendor	Sales A...	
☐	TRANSPORT / TWIC ESCORT (2070)	TBC COMPANY (6453)	☐		\$6,271.71	U
☐	MEDICAL EXPENSES (2080)	SHARP CORONADO HOSPITAL & HEALTHCARE CENTER (62613)	☐		\$-4,060.00	U
☐	MEDICAL EXPENSES (2080)	SHARP HEALTHCARE (62484)	☐		\$-4,060.00	U
☒	MEDICAL EXPENSES (2080)	SHARP HEALTHCARE (62484)	☐		\$4,060.00	U

THE NEXT SCREEN APPEARS AND YOU WILL SELECT THE FILE TYPE TO COPY THE SERVICE ITEM TO. (NOTE: YOU CANNOT COPY A SERVICE ITEM TO A DIFFERENT FILE NUMBER, ONLY A DIFFERENT FILE TYPE FOR THE SAME FILE)

Copy Items

Select File Copy Item *

30261 - WALLEM SHIP MANAGEMENT (INDIA) PVT. LTD. - (W)

Principal	File Code
WALLEM SHIP MANAGEMENT (INDIA) PVT. LTD. - 30261	W
HYUNDAI GLOVIS CO LTD(CAR CARRIER TEAM2) - 30625	P

ONCE THE SERVICE ITEM IS COPIED TO THE OTHER FILE TYPE GENERATE YOUR PO AND YOU ARE THEN READY TO TRANSFER THE INVOICE.

SELECT THE INVOICE NUMBER (SHOWN IN BLUE BELOW) WHICH WILL TAKE YOU TO THE PQC SCREEN.

AMOUNT DETAILS

Disbts: \$15,518.54 Receipts: \$0.00 Balance: \$15,518.54 Paid Disbts: \$7,946.21 Funds: -\$7,946.21

DA/PRF Review Disbursement Account DA Notes

Vendo...	Vendo...	Expen...	Expen...	Vendor Inv...	Vendo...	Invoc...	File A...	DaNu...
13744	PASHA AUTOMOTIVE SERVICES	2020	SECURITY GUARD	PAS 0000029658	17/Sep/2021	\$312.33	\$312.33	2
6453	TBC COMPANY	2060	HOTEL & ACCOMMOD...	20330	02/Dec/2021	\$3,200.00	\$3,200.00	2
6453	TBC COMPANY	2070	TRANSPORT / TWIC ESCORT	RR20134	29/Sep/2021	\$6,271.71	\$6,271.71	2
62484	SHARP HEALTHCARE	2080	MEDICAL EXPENSES	NL09052140600	05/Sep/2021	\$4,060.00	\$4,060.00	

IN THE BELOW SCREEN SELECT "CORRECT"

Edit Payables Quality Control

EM_2022-03-20_203755_17_NLIUSLGB20220316131487542_1.PDF

Previous File Next File View WF History **Correct** Revoke Save Submit

Close Upload PDF File

1 of 1 Automatic Zoom

SHARP
Sharp Health Care Center
1270001

MAJOR INFORMATION

By PO Select PO Number By Vendor 62484 - SHARP HEALTHCARE

Vendor 62484 - SHARP HEALTHCARE Document Type Customs Receipt/Vendor

SINCE THE SYSTEM WILL NOT ACCEPT THE SAME INVOICE NUMBER TWICE add an "A" to the invoice number and complete the REMAINING fields in yellow. AT THE BOTTOM Select the PO to move the invoice to and then "Submit". The invoice will then be transferred to the correct file.

Close Submit

CORRECTION

Vendor	62484 - SHARP HEALTHCARE	Document Type	Customs Receipt/Vendor
Invoice #	NL09052140600A	Last Action	Approve to AP
Invoice Date	09/05/2021	Actual Gross Buy Amount	\$00.00
Invoice Amount	\$4,060.00	PO Gross Buy Amount	\$00.00
Invoice Currency	US Dollar	Variance to PO Amt	\$00.00
Received Date	03/23/2022	Variance to PO %	0.00%
Accounting Period	202207	Remarks	APPROVED TO WRONG FILE
Invoice Source	Email	WF Action	Approve to AP
Is Invoice Correction	☒	Offices	USLGB - LONG BEACH

NOTE: After adding an "A" to the invoice number, IF YOU RECEIVE AN ERROR MESSAGE that the "invoice number already exists" you should research by ENTERING THE ORIGINAL INVOICE NUMBER in the Payables Quality control screen before proceeding. If okay to proceed (i.e. invoice ending in "A" showed action "invalid") then add a "B, C

etc” instead to the invoice number IN THE CORRECTION SECREEN to continue.