

How do I Delete or Revoke a Vendor Invoice?

Deleting is not an option but invoices can be Revoked. Permission is required to do this. Currently permission is reserved to DA Managers.

CORRECT – 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 – 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).

Revoking invoices should only be done if the invoice is incorrect or should not be in the system for payment to the Vendor. Use <https://docs.fairwater.one/procedure-for-transferring-invoices/> to process Corrections to Vendor Invoices.

If the Invoice has been billed on an FDA it is not allowed to be Revoked. DA Managers can either Cancel the FDA # that the invoice was billed on or they can process Debit/Credit Memos to make the correction.

Revoking the Invoice: Open the invoice in the PQC Approval screen and click the Revoke button. Remarks must be entered when Revoking Vendor Invoices.

If the Invoice has been paid a Balance Due from the Vendor will show in Accounts Payable. This credit should be taken by Accounts Payable on their next payment to the Vendor. Please notify ap@nortonlilly.com to take the credit.

The system does not notify the Vendor when an invoice is Revoked. If required the user should email the Vendor notifying them of this with an explanation of why it is being Revoked.

Edit Payables Quality Control

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Previous File Next File Close Edit PDF File View WF History Correct **Revoke** Save Submit

1 of 1 Automatic Zoom

TOWN OF BAR HARBOR
Finance Department
83 Cottage St., Suite 1
BAR HARBOR, ME 04809
TEL: (207) 288-5095 FAX: (207) 288-4408

Inv # 4380

INVOICE

Customer

Name: M/SBC Cruises
Address: 7850 N Atlantic Ave
City: Cape Canaveral State: FL ZIP: 32920
Phone:

Date: 9/29/2022
Order No.: 4380
Ship: Voyager of the Seas

Qty-Pass	Description	Unit Price	TOTAL
3374	Cruise ship port fee- Voyager of the Seas	\$5.21	\$17,578.54

Port Call Date: 9/26/22
PAYMENT DUE DATE: 10/29/22

MAJOR INFORMATION

By PO: Select PO Number By Vendor: 61034 - TOWN OF BAR HARBOR

Vendor: 61034 - TOWN OF BAR HARBOR Document Type: Customs Receipt/Vendor Invoice

Invoice #: 4380 Last Action: Approve to AP

Invoice Date: 09/29/2022 Actual Gross Buy Amount: \$17,578.54

Invoice Amount: \$17,578.54 PO Gross Buy Amount: \$17,578.54

Invoice Currency: US Dollar Variance to PO Amt: \$00.00

Received Date: 09/30/2022 Variance to PO %: 0.00%

Accounting Period: 202209 Remarks:

Invoice Source: Email WF Action: Approve to AP

Is Invoice: ☐ Offices: USBSOS - BOSTON