

Accounts Payable - “Zero Wire” Procedures

This procedure is used to correct payment applications on Account Payable Vendor Accounts & Invoices.

Go to Fairwater Payables Inquiry (Accounting/Accounts Payable/Functions/Payables Inquiry)

Under selection Criteria Vendor Field choose the vendor that needs to be corrected. If the correction is on the same Call Number you can use the File Number drop down to further limit the results.

Select refresh button (shown highlighted below in yellow)

The screenshot shows the 'Payables Inquiry' interface. The 'Selection Criteria' section includes fields for Vendor (WYNEMA PILOT SERVICE CORP), Principal (Type min 3 char for search), File Num (Enter min 3 char), Entity (Select Entity), Select Currency, Select Vendor Priority, Vendor Priority, Act Period To, Select Accounting P, Payment Ref, Invoice No, and Show Only Vendor Advances. The 'Aging' section shows Aging Method (Due Date), Aging Levels (4), and Aging Intervals (30). A table below the aging section shows the aging schedule:

Interval	Cnt	Amount	%
Within Terms	4	\$11350.86	91.49%
1 - 30 past terms	5	\$1055.62	8.51%
31 - 60 past terms	0	\$0.00	0%
Total	9	\$12406.48	100.00%

Below the aging table, there is a table with columns: File Number, Principal, Vendor C, Vendor B, Vendor S, Open Amt, Entity, Received, Invoice D, Due Date, Invoice A, and Gross Am. The table contains four rows of data for WYNEMA PILOT SERVICE CORP.

File Number	Principal	Vendor C	Vendor B	Vendor S	Open Amt	Entity	Received	Invoice D	Due Date	Invoice A	Gross Am	
2230436P	US OCEAN LLC - DA DESK	41246	62257	WYNEMA PILOT SERVICE CORP	611CM	-81261.62	NU	02/08/2023	01/08/2023	01/08/2023	-82917.24	-81261.62
2230434P	US OCEAN LLC - DA DESK	41246	62257	WYNEMA PILOT SERVICE CORP	611CM	-81055.62	NU	02/08/2023	01/08/2023	01/08/2023	-82917.24	-81055.62
2230436P	US OCEAN LLC - DA DESK	41246	62257	WYNEMA PILOT SERVICE CORP	611A	\$1158.62	NU	02/08/2023	01/08/2023	01/08/2023	\$2917.24	\$1158.62
2334577P	US OCEAN LLC - DA DESK	41246	62257	WYNEMA PILOT SERVICE CORP	611A	\$1158.62	NU	02/08/2023	01/08/2023	01/08/2023	\$2917.24	\$1158.62

The Cash Department will need to know the following information for each row that the Zero Wire will be applied to. The sum of the Payment Amounts must equal \$0.00.

INFORMATION NEEDED: File Number(including type), Vendor Invoice Number (if not a prepayment), Payment Reference Number, Payment Date, Payment Amount (amount to be re-applied).

If the AP Inquiry columns are moved so the appropriate columns are all visible then you can screen shot the AP Inquiry to provide most of the information needed. Note that you can save the grid layout of the AP Inquiry so it is available the next time you submit a Zero Wire Request.

Email the needed information to portchecks@nortonlilly.com and the correction will be completed.