

How to Enter Invoices with Incorrect Unit Prices – Overbills

In the example below, PO went out with a unit price of \$26.60 but the supplier billed at \$27.124 which resulted in overbill. You are to enter the invoice just as billed by vendor and allow the system to place it on Price Hold until a credit memo is obtained from the vendor.

ITEM	PRODUCT DESCRIPTION	ORDER QTY	QTY SHIP	UNIT PRICE	AMOUNT	TAX
10	900068222 TOW MRCALT766601G MRC-ALT 7666 METERING ROLLER CLEANER GALLON	10 EA	10 EA	27.124	271.24	

FUJIFILM
FUJIFILM North America Corp.
Graphic Systems Division
330 WESTWAY PLACE, SUITE 446
ARLINGTON, TX 76018
1.800.404.3228 (TEL)
1.817.467.7351 (FAX)

ENTERED
NOV 02 2015
Accounts Payable

INVOICE
Page 1 of 1

DOCUMENT NO.	DOCUMENT DATE
911672019	10/29/2015

SOLD TO: 90018453
DALLAS IND SCHOOL DIST
GRAPHICS DEPARTMENT
2517 S ERVAY ST
DALLAS TX 75215-2604

SHIP TO: 90018453
DALLAS IND SCHOOL DIST
GRAPHICS DEPARTMENT
2517 S ERVAY ST
DALLAS TX 75215-2604

CUSTOMER PO NO.	581484	SHIP DATE	10/29/2015
ORDER NO.	4390550	SHIP VIA	
SALES PERSON	RENE SALINAS	INCO TERMS	FOB-WAREHOUSE
TERMS OF PAYMENT	NET 30 DAYS	FREIGHT	
DELIVERY NUMBER	0089914287		

Thank you for your order
bstephenson@fujifilm.com 630/259/7653

REMIT TO:
FUJIFILM North America Corp.
Graphic Systems Division
DEPT AT 952142
ATLANTA GA 31192-2142

RECEIVED
OCT 30 2015
DALLAS INDEPENDENT SCHOOL DISTRICT
ACCOUNTS PAYABLE

MERCHANDISE TOTAL:	271.24
OTHER CHARGES:	0.00
LABOR CHARGES:	0.00
TAX AMOUNT:	0.00
INVOICE TOTAL:	271.24
CURRENCY:	USD

On 11/28/2015 payment is due net.

DISD AP Liaison → Invoices → Entry → Invoice Batch

- Enter the Invoice Batch
- Enter the Invoice Header

Invoice Workbench (DISD AP Liaison)

Batch Control Total Batch Actual Total



Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount
DISD		Standard	581484	FUJIFILM	55236	ATLANTA1	29-OCT-2019	911672019	USD	271.24

- Click the **Match** button

Find Purchase Orders for Matching (DISD AP Liaison) - DISD

Supplier

Name Number

Site Tax Registration

Purchase Order

Num ... Release Line Shipment

Ship To Deliver To

Item Item Desc Shipment Item Desc

Supplier Item Project Task

Need-By Dates - Category

- Enter the PO Number and click the **Find** button.

Match to Purchase Orders (DISD AP Liaison) - DISD

Invoice Amount: 271.24 Line Total: 0.00

Match	Qty Invoiced	Unit Price	Match Amount	Freight/Misc	PO Number	Release	Line	Shipment	Item Description	Match Basis
☐		23.14		☐	581484		1	1	YELLOW PROCES	Quantity
☐		22.58		☐	581484		2	1	MAGENTA PROCE	Quantity
☐		22.49		☐	581484		3	1	CYAN PROCESS I	Quantity
☒		26.6		☐	581484		4	1	MRC 7666-ALT	Quantity
☐				☐						
☐				☐						
☐				☐						
☐				☐						
☐				☐						
☐				☐						
☐				☐						
☐				☐						

Shipment Quantity

Ordered: 10
Shipped: 0
Received: 10
Billed: 0

UOM: Each
Type: Standard
Accepted: N/A
Distributions: 1

Purchase Order
Payment Terms: 30 Net
Freight Terms: No Charge

Associated Charges
Freight:
Misc:

View PO Distribute... Invoice Overview Match

- Check the Match box next to the line being matched
- Enter the qty from the Invoice
- Override the Unit Price. Enter the Unit Price from the Vendor Invoice

Match to Purchase Orders (DISD AP Liaison) - DISD

Invoice Amount: 271.24 Line Total: 271.24

Match	Qty Invoiced	Unit Price	Match Amount	Freight/Misc	PO Number	Release	Line	Shipment	Item Description	Match Basis
☐		23.14		☐	581484		1	1	YELLOW PROCES	Quantity
☐		22.58		☐	581484		2	1	MAGENTA PROCE	Quantity
☐		22.49		☐	581484		3	1	CYAN PROCESS I	Quantity
☒	10	27.124	271.24	☐	581484		4	1	MRC 7666-ALT	Quantity
☐				☐						
☐				☐						
☐				☐						
☐				☐						
☐				☐						
☐				☐						

Shipment Quantity

Ordered: 10
Shipped: 0
Received: 10
Billed: 0

UOM: Each
Type: Standard
Accepted: N/A
Distributions: 1

Purchase Order
Payment Terms: 30 Net
Freight Terms: No Charge

Associated Charges
Freight:
Misc:

View PO Distribute... Invoice Overview Match

- Click the **Match** button.
- Go ahead and validate the invoice. The invoice should go on Price Hold

Invoice Workbench (DISD AP Liaison)

Batch Control Total

Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount
DISD		Standard	581484	FUJIFILM	55236	ATLANTA1	29-OCT-2016	911672019	USD	271.24

1 General

2 Lines

3 Holds

4 View Payments

5 Scheduled Payments

6 View Prepayment Applications

Hold Name	Hold Reason	Hold Date	Held By	Release Name	Release Reason	Released By	Release Date	WF Status	
Price	Invoice price ex	19-OCT-2016	System						

Purchase Order

Number581484

Release

Line4

Ship To978-GRAPHICS

Shipment Quantity

Ordered10

Billed10

Received10

Accepted0

Receipt

Number

Line

Date

Receipt Quantity

Billed

Received

Accepted

View PO

Release... 1

Actions... 1

Calculate Tax

Tag Details

Corrections

Quick Match

Match

All Distributions

- FUJIFILM**

INTERED
JAN 05 2016

Invoice # 911672019A
Ticket # 4390550
Terms: Due Upon Receipt
Date:
P.O.# 581484
Shipped:

SHIP TO: 90018453
DALLAS IND SCHOOL DIST
GRAPHICS DEPARTMENT
2517 S ERVAY ST
DALLAS, TX 7515-2604

In the production of articles in this notice, Seller has fully complied with the Fair Labor Standards Act of 1938 as amended. This invoice incorporates and is subject to the Terms and Conditions of Sale at: www.fujifilmsericol.com/legal/conditionsofsale_english.html.

DISD AP Liaison → Invoices → Entry → Invoice Batch

- Enter the Invoice Batch
- Enter the Invoice Header

Invoice Workbench (DISD AP Liaison)

Batch Control Total Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount
DISD		Credit Memo	581484	FUJIFILM N	55236	ATLANTA1	05-JAN-2016	911672019A	USD	(5.24)

- Click the **Corrections** button

Find Documents for Correction (DISD AP Liaison) - DISD

Price Correction
Quantity Correction
Amount Correction

Invoice Amounts -
Invoice Dates -

Supplier

Name FUJIFILM NORTH AMERICA CORP
Site ATLANTA1
Number 55236
Tax Registration

Item

Item
Item Desc
Project
Category

Ship To
Deliver To

Purchase Order

Num 581484
Release
Line
Shipment

Find Clear Cancel

- Select **Price Correction**
- Enter the PO Number and click the **Find** button.

(Price Corrections) - DISD AP Liaison, DISD

Correction Option: Price Correction - Purchase Order

Invoice Amount: (5.24)
Line Total: 0.00

Select	Correction Qty	Unit Price	Correction Amount	PO Number	Release	Line	Shipment	Shipment Type	Pay
☐		-23.14		581484		1	1	Standard Shipme	
☐		-22.58		581484		2	1	Standard Shipme	
☐		-22.49		581484		3	1	Standard Shipme	
☒		-27.124		581484		4	1	Standard Shipme	
☐									
☐									
☐									
☐									

Shipment Quantity

UOM: Each
Ordered: 10
Shipped: 0
Billed: 10
Received: 10
Accepted: N/A
Type: Standard
Distributions: 1

Purchase Order

Payment Terms: 30 Net
Freight Terms: No Charge

Price Corrected Invoice

Number: 911672019
Line Num: 2
Qty Invoiced: 10
Unit Price: -27.124

View PO Distribute... Invoice Overview Correct

- Check the PO line being corrected
- Enter the qty
- Enter the total line amount (credit amount) in the **Correction Amount** field. Allow the system to calculate the Unit Price adjustment based on the qty.

(Price Corrections) - DISD AP Liaison, DISD

Correction Option: Price Correction - Purchase Order

Invoice Amount: (5.24)
Line Total: (5.24)

Select	Correction Qty	Unit Price	Correction Amount	PO Number	Release	Line	Shipment	Shipment Type	Pay
☐		-23.14		581484		1	1	Standard Shipme	
☐		-22.58		581484		2	1	Standard Shipme	
☐		-22.49		581484		3	1	Standard Shipme	
☒	10	-524	(5.24)	581484		4	1	Standard Shipme	
☐									
☐									
☐									
☐									

Shipment Quantity

UOM: Each
Ordered: 10
Shipped: 0
Billed: 10
Received: 10
Accepted: N/A
Type: Standard
Distributions: 1

Purchase Order

Payment Terms: 30 Net
Freight Terms: No Charge

Price Corrected Invoice

Number: 911672019
Line Num: 2
Qty Invoiced: 10
Unit Price: -27.124

View PO Distribute... Invoice Overview Correct

- Click the **Correct** button.
- Go ahead and validate the credit memo.

Invoice Workbench (DISD AP Liaison)

Batch Control Total Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount
DISD		Credit Memo	581484	FUJIFILM	55236	ATLANTA1	05-JAN-2016	911672019A	USD	(5.24)

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items (5.24)

Retainage

Prepayments Applied

Withholding

Subtotal (5.24)

Tax

Freight

Miscellaneous

Total (5.24)

Amount Paid

USD (5.24)

Status

Status **Validated**

Accounted Partial

Approval Not Required

Holds 0

Scheduled Payment Holds 0

Description

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

- You can go back and validate the original invoice. The Price Hold should be removed automatically.

Invoice Workbench (DISD AP Liaison)

Batch Control Total Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount	Tax Amount
DISD		Standard	581484	FUJIFILM	55236	ATLANTA1	29-OCT-2015	911672019	USD	271.24	

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

Summary

Items 271.24

Retainage

Prepayments Applied

Withholding

Subtotal 271.24

Tax

Freight

Miscellaneous

Total 271.24

Amount Paid

USD 271.24

Status

Status **Validated**

Accounted Partial

Approval Not Required

Holds 0

Scheduled Payment Holds 0

Description

UNIT PRICE OVER \$5.24

Actions... 1 Calculate Tax Tax Details Corrections Quick Match Match All Distributions

Invoice Workbench (DISD AP Liaison)

Batch Control Total

Batch Actual Total

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount
DISD		Standard	581484	FUJIFILM	55236	ATLANTA1	29-OCT-2016	911672019	USD	271.24

1 General

2 Lines

3 Holds

4 View Payments

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6 View Prepayment Applications

Hold Name	Hold Reason	Hold Date	Held By	Release Name	Release Reason	Released By	Release Date	WF Status	
Price	Invoice price ex	19-OCT-2016	System	Matched	Passed matching c	System	19-OCT-2016		

Purchase Order

Number581484

Release

Line4

Ship To978-GRAPHICS

Shipment Quantity

Ordered10

Billed10

Received10

Accepted0

Receipt

Number

Line

Date

Receipt Quantity

Billed

Received

Accepted

View PO

Release... 1

Actions... 1

Calculate Tax

Tag Details

Corrections

Quick Match

Match

All Distributions