

**How to Enter Invoices with Incorrect Unit Prices – Overbills**

In the example below, PO went out without Freight line but the invoice came in with a shipping and handling charge of \$0.32. This charge is for everything on the invoice and needs to be allocated to all the lines proportionately.



**SEND ORDERS & CORRESPONDENCE TO**  
**FREY SCIENTIFIC**  
 80 NORTHWEST BLVD  
 NASHUA, NH 03061-3000

Toll Free Phone (800) 225-3739  
 Toll Free Fax (877) 256-3739

Corporate FID# 52-2328764

Invoice	
Invoice Number :	302500140534
Order/Ref Number :	27232361
Invoice Date :	20-NOV-2015
Customer Number :	137320
PO Number :	579362
Ship To Attention :	
Bill To Attention :	
On receipt of order, examine the carton contents for damaged or lost product. Retain damaged items and their packaging. Contact us within 10 days for damages, 30 days for shortages.	
Ship To :	BILLY EARL DADE MIDDLE SCHOOL 2727 AL LIPSCOMB WAY DALLAS, TX 75215-2234
Bill To :	DALLAS INDEPENDENT SCHOOL DISTRICT 3700 ROSS AVE RM 218A ROUTE RX11 DALLAS, TX 75204-5422



Due to an invoice print error between 11/16-11/24/15, if you already received an invoice with this invoice number please use this one to process payment. We apologize for the inconvenience.

Quantity Ordered	UOM	Quantity Shipped	Quantity Remaining	Ordered Item	Our Item (if different)	Description	Unit Price	Net Price	Extended Price
<b>Consolidated Invoice – this Order is now complete.</b>									
The following item(s) shipped 23-OCT-2015 to - 2727 AL LIPSCOMB WAY on our shipper no - 202501280795									
1	EA	1		030-7471		COVER SLIPS PKG/100	5.950	4.170	4.17
1	EA	1		529626		BEAKER GRIFFIN PYREX VISTA 250ML PK/12	31.620	22.130	22.13
1	EA	1		529626		BEAKER GRIFFIN PYREX VISTA 600ML PK/6	23.810	16.530	16.53
6	EA	6		070-2140		GRADUATED CYLINDER 100 ML FLX.W/BASE	2.960	2.070	12.42
6	EA	6		568400		MAGNIFIER STUDENT 3X AND 6X	.800	.420	2.52
6	EA	6		081901		METERSTICK WOOD PLAIN END - SCHOOL SMART	2.960	2.070	12.42
1	EA	1		180-4613		PETRI DISHES PLAS PKG/30	9.950	6.970	6.97
6	EA	6		578952		FREY SCIENTIFIC STOPWATCH PACK OF 2	3.990	2.790	16.74
1	EA	1		2000437	200-0437	TAPE MEASURING DUAL SCALE PKG/4	3.500	2.450	2.45
3	EA	3		1469224		70 QT ULTRA LATCH BOX CLEAR WITH WHITE LID AND BLACK LATCHES	14.990	10.490	31.47
2	EA	2		1477658		APRON VNYL 27X36	4.100	2.870	5.74
30	EA	30		1477656		APRON VNYL 24X30	3.600	2.520	75.60
29	EA	29		500410		SAFETY GOGGLE MINI INDIRECT VENT	3.140	2.200	63.80
3	EA	3		1469224		70 QT ULTRA LATCH BOX CLEAR WITH WHITE LID AND BLACK LATCHES	14.990	10.480	31.47
3	EA	3		0200661	020-0661	BALL GOLF	1.250	.880	2.64

<< tear along this perforation >>

**REMITTANCE STUB**  
*To ensure proper credit, please return this portion with remittance.*

Customer Name: DALLAS INDEPENDENT SCHOOL DISTRICT  
 and PO Number: 579362

Customer Number : 137320 USD  
 Invoice Number : 302500140534  
 Invoice Date : 20-NOV-2015  
 Due Date : 20-DEC-2015  
 Taxes : \$ 0.00  
 Shipping/Handling : \$ 0.32  
 Invoice Amount : \$ 1810.57  
 Less payments : \$ 0.00  
 Balance DUE: \$ 1810.57

Make Checks  
 Payable To: FREY SCIENTIFIC  
 & Mail To: 32656 COLLECTION CENTER DR  
 CHICAGO, IL 60693-0326



0032656302500140534000018105700001810576

DISD AP Liaison → Invoices → Entry → Invoice Batch

- Enter the Invoice Batch
- Enter the Invoice Header

Operating Unit	Customer Taxpayer ID	Type	PO Number	Trading Pa	Supplier Num	Supplier Site	Invoice Date	Invoice Num	Invoice	Invoice Amount
DISD		Standard	579362	FREY SCIE	13838	CHICAGO1	20-NOV-2011	302500140534	USD	149.52

- Click the **Match** button

Supplier  
Name: FREY SCIENTIFIC  
Site: CHICAGO1  
Number: 13838  
Tax Registration:

**Purchase Order**  
Num: 579362  
Release:  Line:  Shipment:

Ship To:  Deliver To:   
Item:  Item Desc:   
Supplier Item:  Project:   
Need-By Dates:  -  Shipment Item Desc:   
Task:   
Category:

Find Clear Cancel

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

Match to Purchase Orders (Payables Manager) - DISD

Invoice Amount  Line Total

Match	Qty Invoiced	Unit Price	Match Amount	Freight/Misc	PO Number	Release	Line	Shipment	Item Description	Match Basis
<input type="checkbox"/>		4.17		<input type="checkbox"/>	579362		1	1	Item #030-7471 - 2	Quantity
<input type="checkbox"/>		22.13		<input type="checkbox"/>	579362		2	1	Item #529626 - Be	Quantity
<input type="checkbox"/>		16.53		<input type="checkbox"/>	579362		3	1	Item #529628 - Be	Quantity
<input type="checkbox"/>		12.25		<input type="checkbox"/>	579362		4	1	Item #1368344 - Bc	Quantity
<input type="checkbox"/>		2.07		<input type="checkbox"/>	579362		5	1	Item #070-2140 - C	Quantity
<input type="checkbox"/>		.42		<input type="checkbox"/>	579362		6	1	Item #568-400 - Ha	Quantity
<input type="checkbox"/>		2.07		<input type="checkbox"/>	579362		7	1	Item #081-901 - Me	Quantity
<input type="checkbox"/>		6.97		<input type="checkbox"/>	579362		8	1	Item #160-4613 - P	Quantity
<input type="checkbox"/>		2.79		<input type="checkbox"/>	579362		9	1	Item #576952 - Sto	Quantity
<input type="checkbox"/>		2.45		<input type="checkbox"/>	579362		10	1	Item #2000437 - Ta	Quantity

Shipment Quantity

Ordered  UOM   
 Shipped  Type   
 Received  Accepted   
 Billed  Distributions

Purchase Order  
 Payment Terms   
 Freight Terms

Associated Charges  
 Freight   
 Misc

- Check the Match box next to the lines being matched
- Enter the qty from the Invoice
- Override the Unit Price. Enter the Unit Price from the Vendor Invoice
- Click the **Match** button.
- Manually add a new line at the bottom.
  - Type: Freight
  - Amount: Enter charge amount

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	Tax Control Amount	Withheld Amount	Prepaid Amount	GL Date	Payment Cur	Payment Rate Dat
DISD		Standard	579362	FREY SCI	13838	CHICAGO1	20-NOV-2011	30250014053	USD	149.52					23-NOV-2015	USD	20-NOV-2015

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

		Total	Gross	149.20	Retained	Net	149.20											
Num	Type	Amount	PO Number	PO Release	PO Line	PO Shipment	Match Basis	PO Distribution	Receipt Number	Receipt Line	Quantity Invoiced	UOM	Unit Price	Description	Final Match	Requester	GL Date	Distribution Set
14	Item	4.20	579362		109	1	Quantity	1		1	1	Each	4.2	Item #1515249 - Sand, coarse	No	CHRISTIAN,JE	23-NOV-2015	
15	Item	9.58	579362		110	1	Quantity	1		2	2	Each	4.79	Item #1525417 - Sand, fine	No	CHRISTIAN,JE	23-NOV-2015	
16	Item	11.48	579362		111	1	Quantity	1		2	2	Each	5.74	Item #1515177 - Sand, medium	No	CHRISTIAN,JE	23-NOV-2015	
17	Item	19.80	579362		156	1	Quantity	1		12	12	Each	1.65	Item #1017384 - Them -20-110C Partia	No	CHRISTIAN,JE	23-NOV-2015	
18	Freight	0.32															01-JUL-2016	

Find %   
 Discard Line 18  Distributions  Allocations

ActK:

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	Tax Control Amount	Withheld Amount	Prepaid Amount	GL Date	Payment Cur	Payment Rate Dat
DISD		Standard	579362	FREY SCI	13838	CHICAGO1	20-NOV-2011	30250014053	USD	149.52					23-NOV-2015	USD	20-NOV-2015

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

		Total	Gross	149.52	Retained	Net	149.52											
Num	Type	Amount	PO Number	PO Release	PO Line	PO Shipment	Match Basis	PO Distribution	Receipt Number	Receipt Line	Quantity Invoiced	UOM	Unit Price	Description	Final Match	Requester	GL Date	Distribution Set
14	Item	4.20	579362		109	1	Quantity	1		1	1	Each	4.2	Item #1515249 - Sand, coarse	No	CHRISTIAN,JE	23-NOV-2015	
15	Item	9.58	579362		110	1	Quantity	1		2	2	Each	4.79	Item #1525417 - Sand, fine	No	CHRISTIAN,JE	23-NOV-2015	
16	Item	11.48	579362		111	1	Quantity	1		2	2	Each	5.74	Item #1515177 - Sand, medium	No	CHRISTIAN,JE	23-NOV-2015	
17	Item	19.80	579362		156	1	Quantity	1		12	12	Each	1.65	Item #1017384 - Them -20-110C Partia	No	CHRISTIAN,JE	23-NOV-2015	
18	Freight	0.32															01-JUL-2016	

Discard Line 18  Distributions  Allocations

- Click the **Allocations** button

Allocation Rules (Payables Manager) - DISD, FREY SCIENTIFIC, 302500140534

**Charge Line**

Number: 18

Type: Freight

Amount: 0.32

Included Tax Amount:

Description:

**Allocation Rule**

Type: Fully Prorated

Status: Pending

Applicable Amount: 0.32

Allocated Total: 0.32

Allocated %Total:

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**Applicable Lines**

	Num	Type	Description	Amount	Allocated Percent	Allocated Amount
<input checked="" type="checkbox"/>	1	Item	Item #030-7471 - 22mm Plastic	4.17		0.01
<input checked="" type="checkbox"/>	3	Item	Item #500410 - Goggles, Safety	2.20		0.00
<input checked="" type="checkbox"/>	4	Item	Item #586804 - Calcite, pk/6	6.13		0.01
<input checked="" type="checkbox"/>	5	Item	Item #040-1554 - Dropper, plasti	6.94		0.01
<input checked="" type="checkbox"/>	6	Item	Item #1515105 - 2-Propanol, Lg	3.15		0.01
<input checked="" type="checkbox"/>	7	Item	Item #010-0027 - Acetate sheet	19.56		0.04

- Select Type of "Fully Prorated"
- Select **Select/Unselect All** button to select or deselect all invoice lines to allocation charge to.
- Click the **OK** button

Invoice Workbench (Payables Manager)

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	Tax Control Amount	Withheld Amount	Prepaid Amount	GL Date	Payment Curr	Payment Rate Dat
DISD		Standard	579362	FREY SCI 13838	CHICAGO1	20-NOV-2015	302500140534	USD	149.52					23-NOV-2015	USD	20-NOV-2015

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

Total: Gross 149.52 Retained Net 149.52

Num	Type	Amount	PO Number	PO Release	PO Line	PO Shipment	Match Basis	PO Distribution	Receipt Number	Receipt Line	Quantity Invoiced	UOM	Unit Price	Description	Final Match	Requester	GL Date	Distribution Set
14	Item	4.20	579362		109	1	Quantity	1		1	1	Each	4.2	Item #1515249 - Sand, course	No	CHRISTIAN, JE	23-NOV-2015	
15	Item	9.58	579362		110	1	Quantity	1		2	2	Each	4.79	Item #1525417 - Sand, fine	No	CHRISTIAN, JE	23-NOV-2015	
16	Item	11.48	579362		111	1	Quantity	1		2	2	Each	5.74	Item #1515177 - Sand, medium	No	CHRISTIAN, JE	23-NOV-2015	
17	Item	19.80	579362		156	1	Quantity	1		12	12	Each	1.65	Item #017384 - Them-20-110C Partia	No	CHRISTIAN, JE	23-NOV-2015	
18	Freight	0.32															01-JUL-2016	

- Go ahead and validate the invoice.

Invoice Workbench (Payables Manager)

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	Tax Control Amount	Withheld Amount	Prepaid Amount	GL Date	Payment Curr	Payment Rate Dat
DISD		Standard	579362	FREY SCI 13838	CHICAGO1	20-NOV-2015	302500140534	USD	149.52					23-NOV-2015	USD	20-NOV-2015

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

**Summary**

Items: 149.20

Retainage:

Prepayments Applied:

Withholding:

Subtotal: 149.20

Tax:

Freight: 0.32

Miscellaneous:

Total: 149.52

**Amount Paid**

USD 149.52

**Status**

Status: Validated

Accounted: Partial

Approval: Not Required

Holds: 0

Scheduled Payment Holds: 0