

12R7 Enterprise Invoice Corrections

When the *Transactions* on an **Invoice** need to be changed the following steps should be taken:

1) Select the Invoice.


The **Invoice** can be selected by opening the **Customer Invoicing** form and then double-clicking on an **Invoice** to open the *Invoice Detail* form or from the **Pay/Bill** section click on **Invoice Register**, select an **Invoice** from the list and double-click to open. Then from the *Actions* drop down menu at the top, select *Edit Invoice* under *Form Actions* (as circled).

The screenshot shows the 'Payroll / Invoicing' interface. On the left, there are navigation icons for Employee, Customer, Order, Assignment, Contact, Pay / Bill, Calendar, Reports, and Email. Below these are 'Current Weekend Bill 4/12/2009' and statistics: 93 Unused Timesheets and 8 Timesheets Not Paid. A list of tasks is provided: payroll and invoicing, time entry, incomplete transactions, check register, invoice register, invoice detail, and po setup.

The main area features an 'Actions' dropdown menu with options: New Message, Print, **Edit Invoice** (circled in red), and Print Preview. Below this is a 'Record Actions' section and a 'Form Actions' section showing a total of \$600.00 and \$0.00.


Invoice Items					
item	quantity	rate	weekend date	total	
☒ Greine, Jessica Bank Teller	Reg Hours	40.00	\$15.00	2/8/2009	\$600.00
					\$600.00
Adjustment Items					
					\$0.00
Tax Items					
					\$0.00
Total					\$600.00

2) Fix Job Title or select Edit button.

If the *Job Title* is incorrect it can be updated by highlighting the current information and then typing in the correction. If the rates or hours need to be updated, click on the  button (as circled).

3) Edit Transactions.

Highlight the field that needs to be corrected. *Reg Hours*, *Overtime Hours*, *Units*, *Salary*, *Reg Bill*, *Overtime Bill*, and *Unit Bill* can all be changed.

Once the information has been updated (as shown below) the update can be saved by clicking on the  button at the top of the screen.

If any other *Transactions* on the **Invoice** need to be updated follow the steps outlined above and then *Save* when all changes have been made.

*Note – By saving the corrected *Transactions* a correcting **Invoice** (credit or debit memo) is created that is tied to the original (ex: original **Invoice** #100323, correcting **Invoice** #100323-1).

4) Reprint corrected Invoice.

After saving the update(s) click on the *Actions* drop down menu and select *Print* or *Print Preview* from the *Form Actions* to print out the corrected **Invoice**.

Payroll / Invoicing
Current Weekend Bill
4/12/2009

- 93 Unused Timesheets
- 8 Timesheets Not Paid

payroll and invoicing
time entry
incomplete transactions
check register
invoice register
▶ invoice detail
po setup

Employee Customer Order Assignment Contact Pay / Bill Calendar Reports Email

Actions

New Message **Print** Edit Invoice
Print Preview

Record Actions Form Actions

\$525.00 **\$75.00**

Invoice Items		item	quantity	rate	weekend date	total
<input checked="" type="checkbox"/>	Greine, Jessica Bank Teller	Reg Hours	40.00	\$15.00	2/8/2009	\$600.00
<input type="checkbox"/>	Greine, Jessica Bank Teller	Reg Hours	-40.00	\$15.00	2/8/2009	(\$600.00)
<input checked="" type="checkbox"/>	Greine, Jessica Bank Teller	Reg Hours	35.00	\$15.00	2/8/2009	\$525.00
						\$525.00
Adjustment Items						\$0.00
Tax Items						\$0.00
Total						\$525.00

*Note – When the **Invoice** is reprinted after corrections are made it will only include the final corrected *Transactions* and not original or correcting *Transactions* used to update the **Invoice**. To print a credit or debit memo, open the correcting *Transaction Invoice* and use *Print* or *Print Preview* (in the example from above the #1000323-1 **Invoice** would be opened and printed for the credit/debit memo).

Samples of a corrected **Invoice** and a credit memo are displayed below:

Corrected Invoice

The corrected **Invoice** has the original *Invoice #* and only includes the corrected *Transactions* and total.

Boyer Laura St , MN 55421	<table border="0"> <tr> <td>Invoice Date</td> <td>3/12/2009</td> <td>Invoice #</td> <td>5552802</td> </tr> <tr> <td>Customer #</td> <td>779657</td> <td>Invoice Amt</td> <td>\$525.00</td> </tr> </table>	Invoice Date	3/12/2009	Invoice #	5552802	Customer #	779657	Invoice Amt	\$525.00
Invoice Date	3/12/2009	Invoice #	5552802						
Customer #	779657	Invoice Amt	\$525.00						

Invoice #	5552802	Boyer	
Invoice Date	3/12/2009		Please Pay
Customer #	779657	Payment Past Due 20 Days After Invoice Date:	\$525.00

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
WeekendDate: 2/8/2009						
Greine, Jessica	Bank Teller	35.00	\$15.00	0.00	\$22.50	\$525.00
Please Pay						\$525.00

Credit/Debit Memo

The correcting **Invoice** has the "-1" (or number of the correction – 2nd correction on this **Invoice** would be "-2", etc.) which includes the original and correcting *Transactions* and the total may be negative (credit memo).

Boyer Laura St , MN 55421	<table border="0"> <tr> <td>Invoice Date</td> <td>5/1/2009</td> <td>Invoice #</td> <td>5552802-1</td> </tr> <tr> <td>Customer #</td> <td>779657</td> <td>Invoice Amt</td> <td>(\$75.00)</td> </tr> </table>	Invoice Date	5/1/2009	Invoice #	5552802-1	Customer #	779657	Invoice Amt	(\$75.00)
Invoice Date	5/1/2009	Invoice #	5552802-1						
Customer #	779657	Invoice Amt	(\$75.00)						

Invoice #	5552802-1	Boyer	
Invoice Date	5/1/2009		Please Pay
Customer #	779657	Payment Past Due 20 Days After Invoice Date:	(\$75.00)

Employee	Description	Reg Hrs	Rate	OT Hrs	OT Rate	Total
WeekendDate: 2/8/2009						
Greine, Jessica	Bank Teller	-40.00	\$15.00	0.00	\$22.50	(\$600.00)
Greine, Jessica	Bank Teller	35.00	\$15.00	0.00	\$22.50	\$525.00
Please Pay						(\$75.00)

Still Have Questions?

For more information about invoice corrections contact our customer support group at 651-452-0366 or by sending an email to support@tempworks.com.

To submit suggestions on how to improve this document or to request documentation on other Enterprise functionality please contact Alisha Arnold (Corporate Trainer) at 651-287-8370 or by sending an email to Alisha@tempworks.com.