

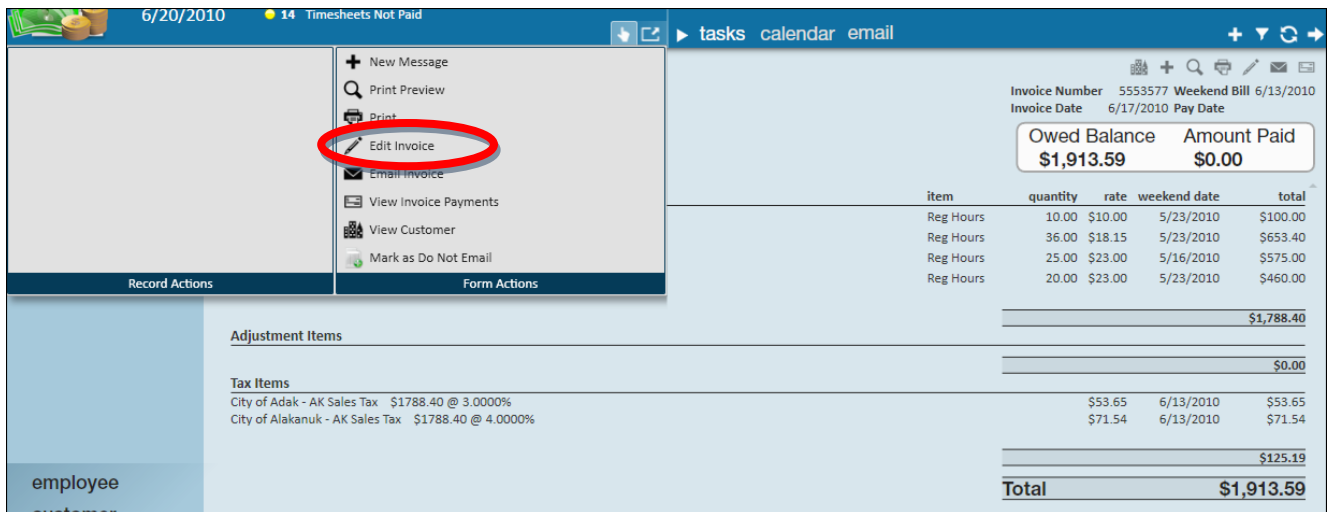


16R2 Enterprise Invoice Corrections

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  drop down menu at the top, select *Edit Invoice* under *Form Actions* (as circled) or click on the  button in the upper right.

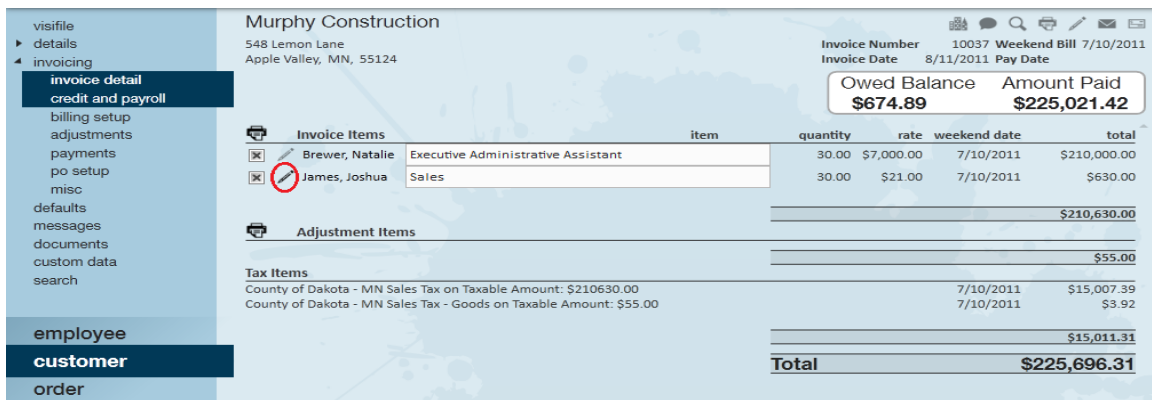


The screenshot shows the 'Invoice Detail' form for invoice number 5553577. The 'Form Actions' menu is open, and the 'Edit Invoice' option is circled in red. The main area displays a table of invoice items and a summary of the owed balance and amount paid.

item	quantity	rate	weekend date	total
Reg Hours	10.00	\$10.00	5/23/2010	\$100.00
Reg Hours	36.00	\$18.15	5/23/2010	\$653.40
Reg Hours	25.00	\$23.00	5/16/2010	\$575.00
Reg Hours	20.00	\$23.00	5/23/2010	\$460.00
				\$1,788.40
				\$0.00
		\$53.65	6/13/2010	\$53.65
		\$71.54	6/13/2010	\$71.54
				\$125.19
Total				\$1,913.59

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).




The screenshot shows the 'Invoice Detail' form for invoice number 10037. The 'Invoice Items' table is visible, and the row for 'James, Joshua' is selected. The edit icon (a pencil) is circled in red. The main area displays a table of invoice items and a summary of the owed balance and amount paid.

item	quantity	rate	weekend date	total
Brewer, Natalie Executive Administrative Assistant	30.00	\$7,000.00	7/10/2011	\$210,000.00
James, Joshua Sales	30.00	\$21.00	7/10/2011	\$630.00
				\$210,630.00
				\$55.00
			7/10/2011	\$15,007.39
			7/10/2011	\$3.92
				\$15,011.31
Total				\$225,696.31

3) Edit Transactions.

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

Invoice Items		item	quantity	rate	weekend date	total
<input checked="" type="checkbox"/>	Brewer, Natalie	Executive Administrative Assistant	30.00	\$7,000.00	7/10/2011	\$210,000.00
<input checked="" type="checkbox"/>	James, Joshua	Sales	30.00	\$21.00	7/10/2011	\$630.00
+ Reg Hours		30.00	Overtime Hours	0	Units	0
Reg Bill		\$21.00	Overtime Bill	\$31.50	Unit Bill	\$0.00
				Salary		\$0.00
				Date Worked		




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.

Invoice Items		item	quantity	rate	weekend date	total
<input checked="" type="checkbox"/>	Brewer, Natalie	Executive Administrative Assistant	30.00	\$7,000.00	7/10/2011	\$210,000.00
<input checked="" type="checkbox"/>	James, Joshua	Sales	30.00	\$21.00	7/10/2011	\$630.00
+ Reg Hours		40	Overtime Hours	0	Units	0
Reg Bill		\$21.00	Overtime Bill	\$31.50	Unit Bill	\$0.00
				Salary		\$0.00
				Date Worked		

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  drop down menu and select *Print* or *Print Preview* from the *Form Actions* to print out the corrected **Invoice** or click on the  or  buttons (as circled).

payroll and invoicing	Douglas Machine	 	
time entry	3404 Iowa St	Invoice Number	5553561 Weekend Bill 5/23/2010
incomplete transactions	Alexandria, MN, 563085	Invoice Date	6/10/2010 Pay Date
check register		Owed Balance	\$1,089.00
invoice register		Amount Paid	\$222.00
invoice detail			
po setup	Invoice Items	item	quantity rate weekend date total
payroll holds	<input type="checkbox"/> zzOlson, zzRoger	Forklift	Reg Hours 15.00 \$22.20 5/23/2010 \$333.00
	<input checked="" type="checkbox"/> zzOlson, zzRoger	Forklift	Reg Hours 5.00 \$22.20 5/23/2010 \$111.00
	<input checked="" type="checkbox"/> zzOlson, zzRoger	Teleprocessing Oper	Reg Hours 40.00 \$30.00 5/23/2010 \$1,200.00
	<input type="checkbox"/> (correction) zzOlson, zzRoger	Forklift	Reg Hours -15.00 \$22.20 5/23/2010 (\$333.00)
			\$1,311.00
	Adjustment Items		\$0.00
	Tax Items		\$0.00
		Total	\$1,311.00

*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		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		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 877-452-0327 or by sending an email to support@tempworks.com.

To schedule training on invoice corrections, submit suggestions on how to improve this document or to request documentation on other Enterprise functionality please contact our Training Department at trainers@tempworks.com.