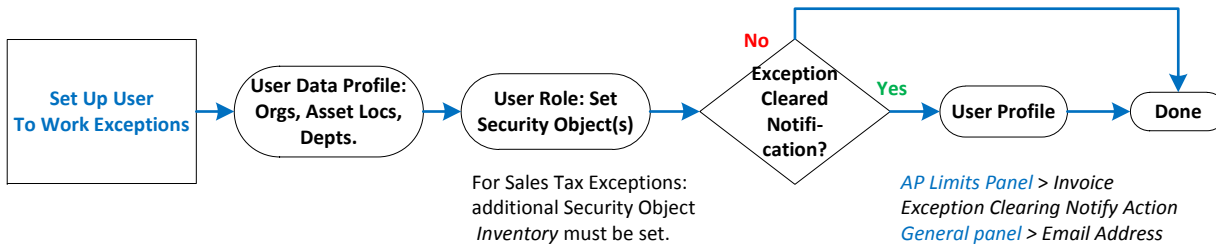


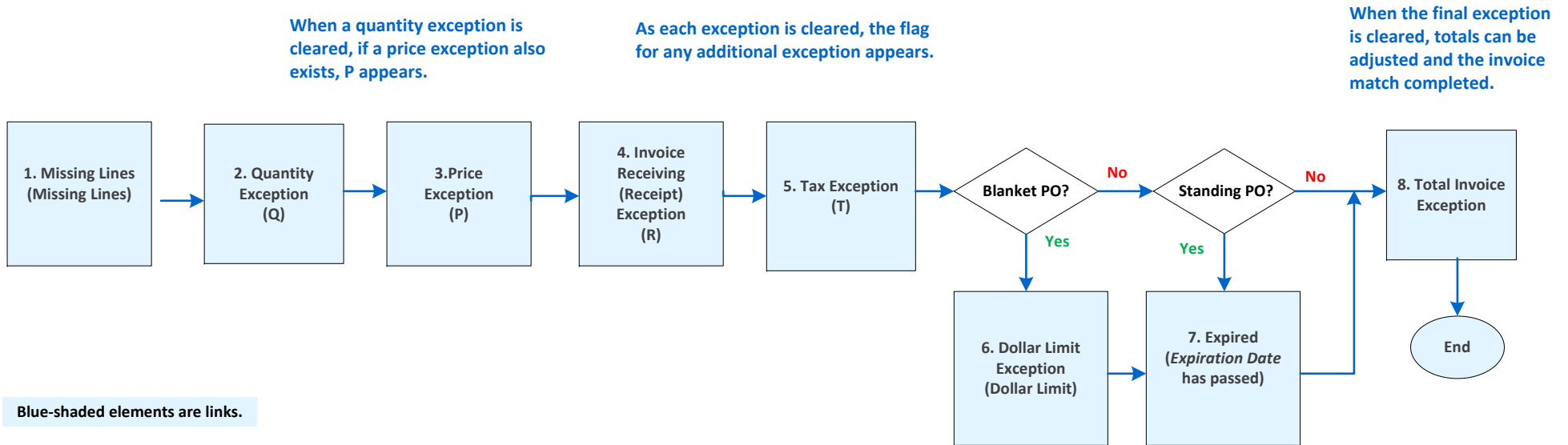
Clearing Invoice Exceptions Overview

User Setup



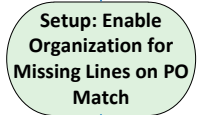
Processing Order:

A given invoice/invoice line may have multiple exceptions. ERP displays exceptions in the order below. Exceptions must be cleared one at a time in this order.

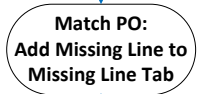


Clearing Invoice Exceptions

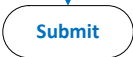
Step 1 – Clearing Missing Lines Exceptions – Type X



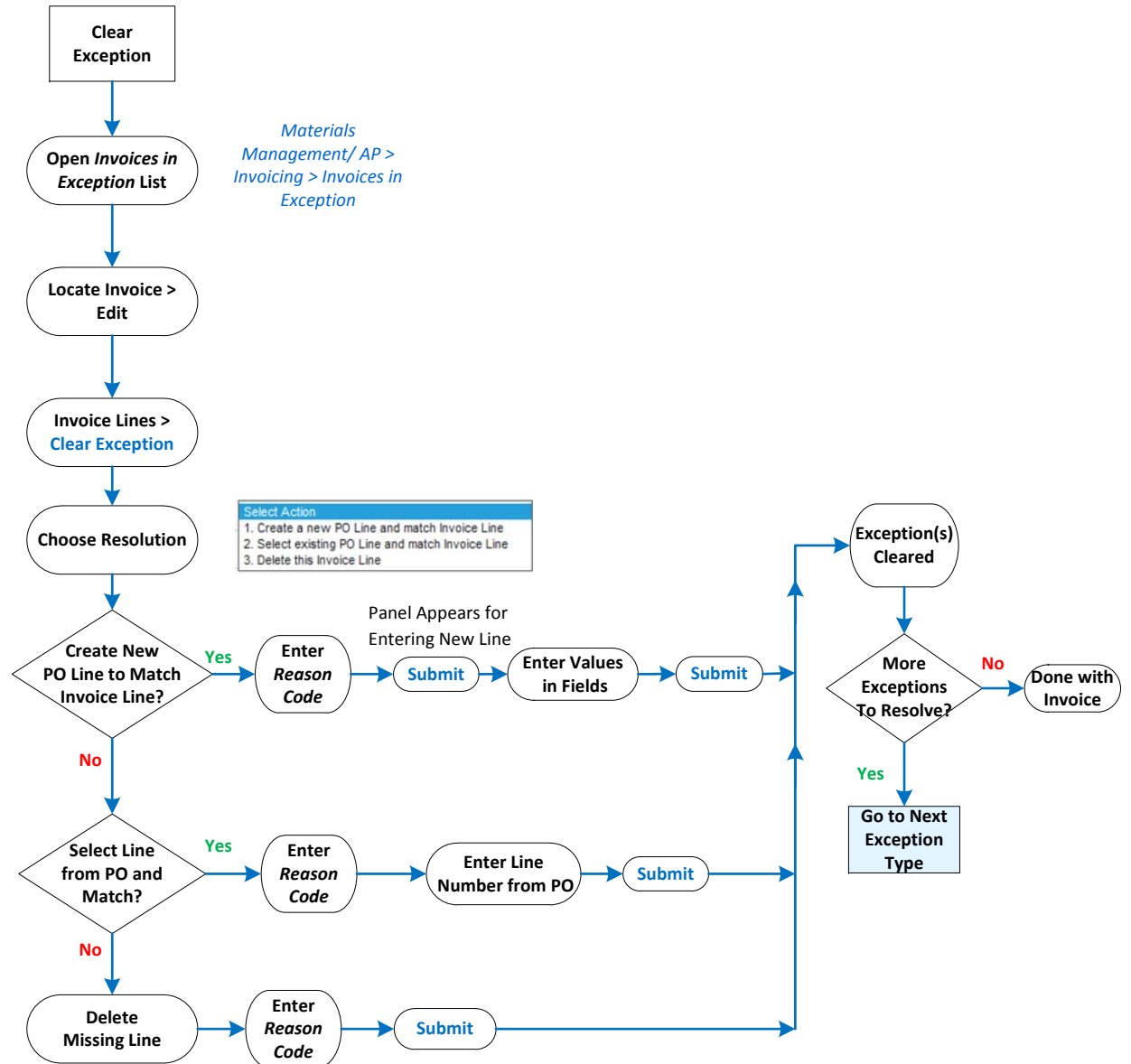
Tables > Organizations > edit > AP Info > select Invoice Match Missing PO Lines



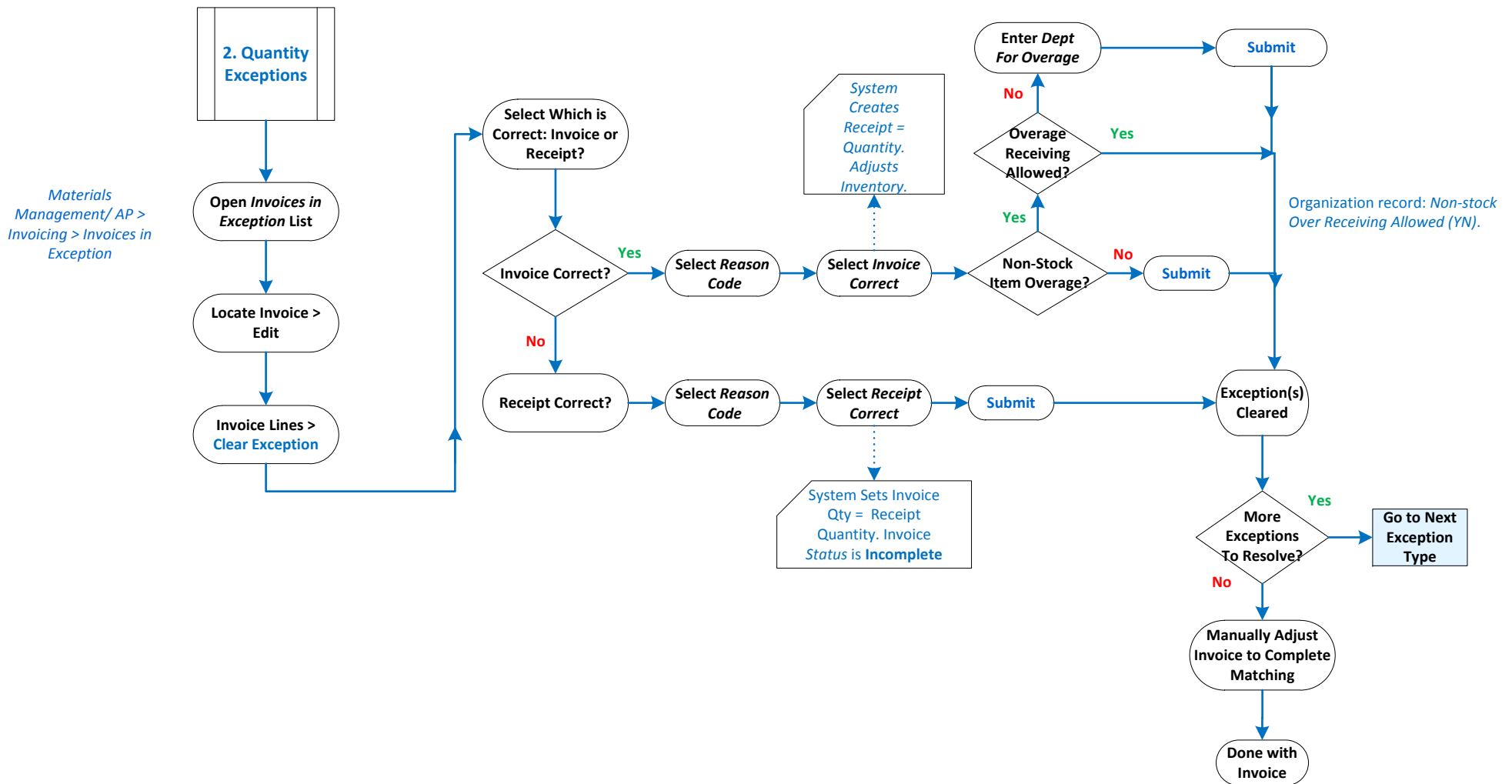
Invoicing > Create Invoices from POs On Invoice for PO panel, click Missing Lines tab > New



Line Added to Missing Lines tab.
Invoice is in Exception: Type X.

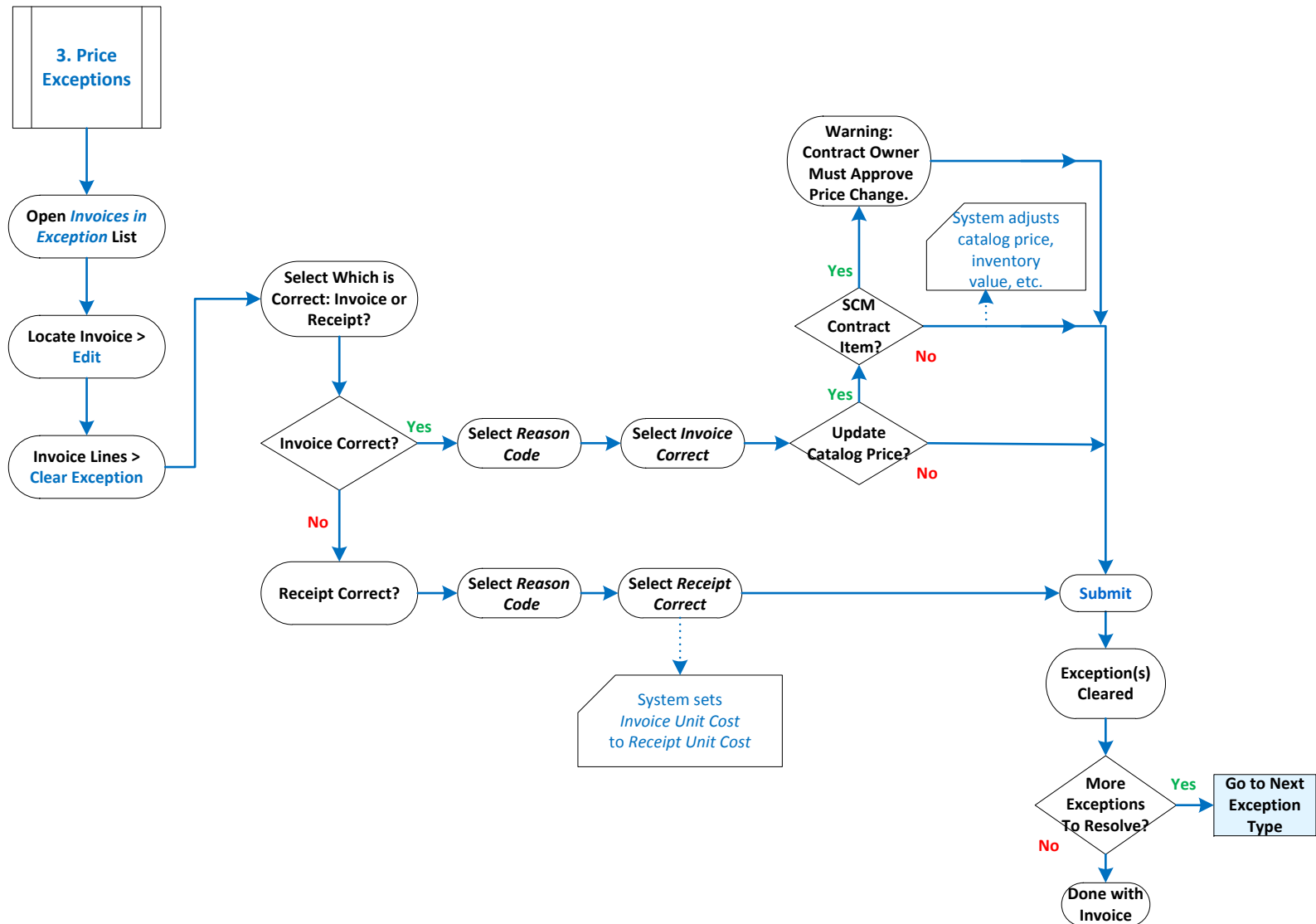


Clearing Invoice Exceptions Step 2 – Clearing Quantity Exceptions – Type Q



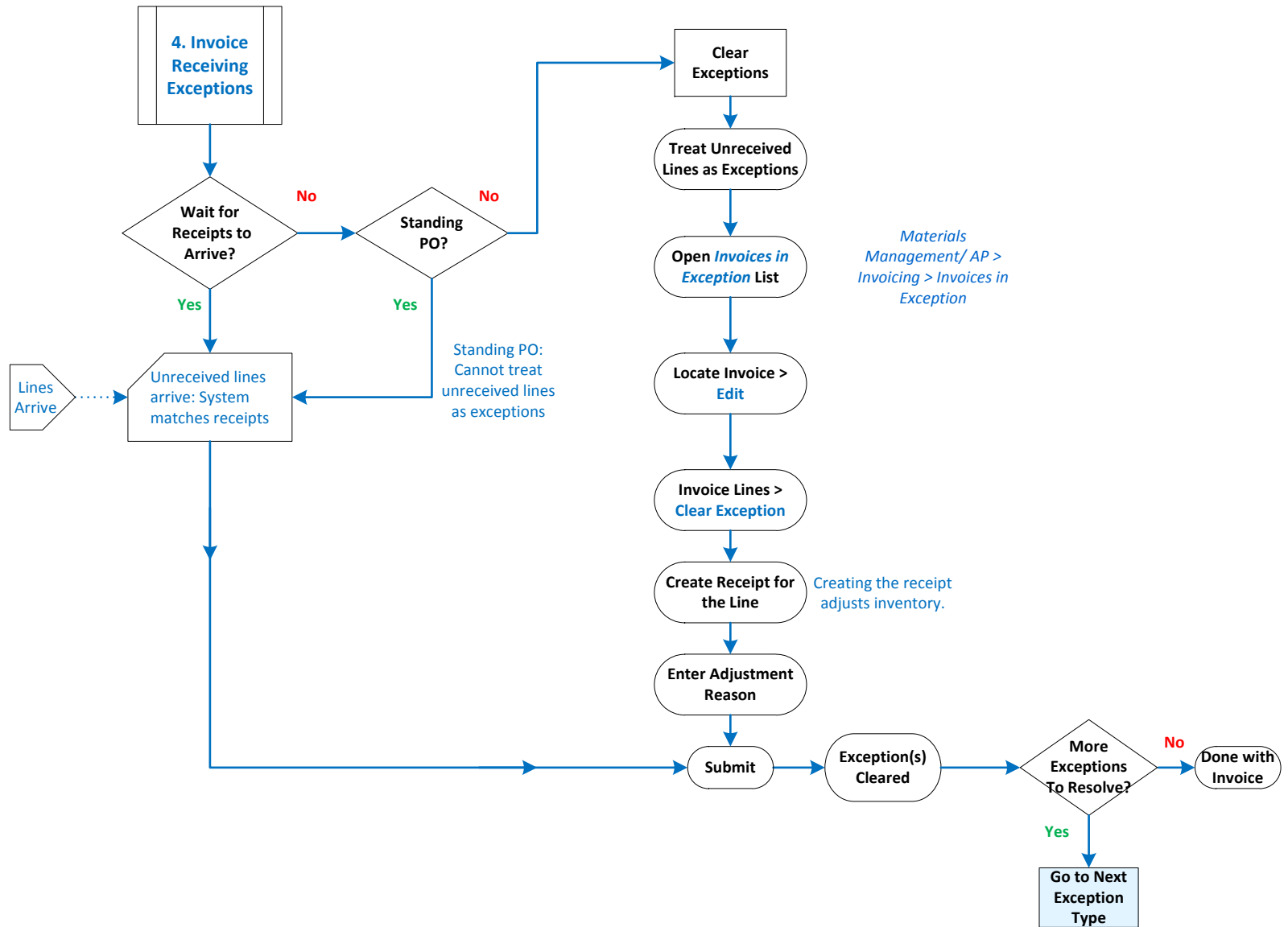
Clearing Invoice Exceptions Step 3 – Clearing Price Exceptions – Type P

Materials Management/ AP > Invoicing > Invoices in Exception



Clearing Invoice Exceptions

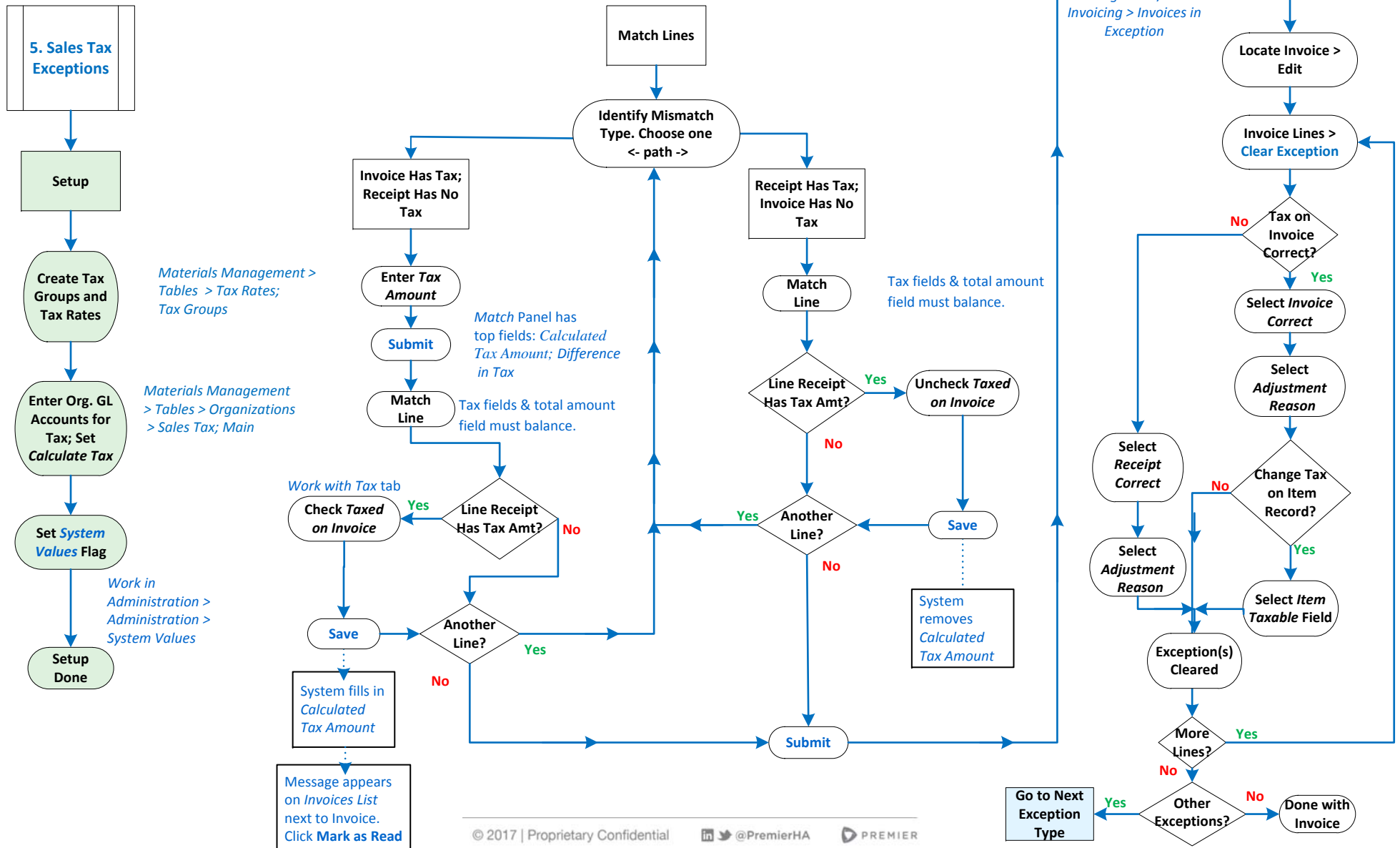
Step 4 – Clearing Invoice Receiving Exceptions – Type R



Clearing Invoice Exceptions

Step 5 – Clearing Tax Exceptions – Type T

- An invoice contains a taxable amount, but the matching purchase order is not taxed; or vice versa.
- For PO matched lines only (not manual invoices).



Clearing Invoice Exceptions

Step 6 – Blanket PO Dollar Limit Exceptions – *Dollar Limit* Type

6. Blanket PO Dollar Limit Exceptions

If a blanket PO has Price & Dollar Limit exceptions, clear the price exceptions first. If the PO has an Expiration Date exception and a Dollar Limit exception, clear the Dollar Limit first.

Materials Management/ AP > Invoicing > Invoices in Exception

Open Invoices in Exception List

Locate Invoice > Edit

Menu > Clear Blanket PO Dollar Limits

Select Reason

Enter New PO Dollar Limit

Submit

Expiration Date Exception To Resolve?

Exception Cleared

Done with Invoice

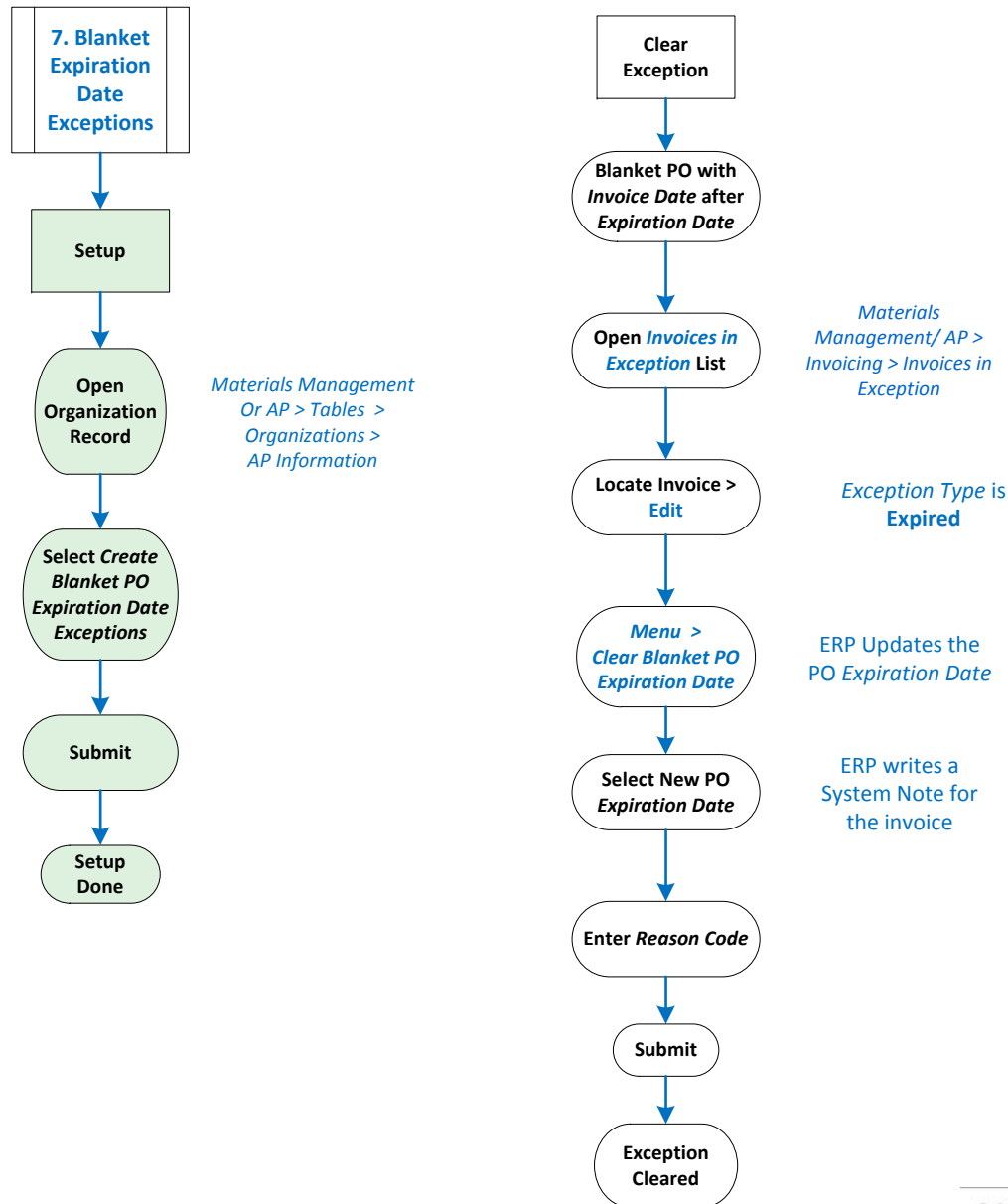
Go to Expiration Date Exception

Receiptless lines: Matching receiptless blanket PO lines can put the invoice over the *Dollar Limit*.
Lines with Receipts: The system will not let you proceed with an invoice over the dollar limit for a blanket PO with receipts.

You can accept the invoice amount, or enter a larger amount. If you enter a smaller amount, the invoice is still in exception.

Clearing Invoice Exceptions

Step 7 – Clearing Expiration Date Exceptions – Type *Expiration Date*



Clearing Invoice Exceptions

Step 8 – Clearing Total Invoice Exceptions – Total Invoice Type

