New World ERP
Change AP Invoice

1. Navigate to Financial Management > Accounts Payable > Change Invoice
2. Click New at the bottom of the Change Accounts Payable Invoice list page grid then search for the invoice you want change by filling in one or more of the search fields

3. Click the Invoice Number hyperlink for the item you want to create a change for.

4. The Create Accounts Payable Invoice Change pop-up will be displayed.

5. Either check the box to Use Original G/L Date or enter the specific date in the Change G/L Date field (It must be greater than or equal to the latest transaction G/L date).
6. Select the *Department* from the drop-down.

7. Select a *Change/Correct Reason* from the drop-down. The available options are populated from Validation Set #546.
8. Click OK. The Change Accounts Payable Invoice screen will be displayed.

9. In the Change Accounts Payable Information section you may update the *Use Original G/L Date, Change G/L Date,* and *Change Reason Code* fields if necessary and enter *Change Reason Text*.
10. Click to select an Item in the grid below. This will open the Change Accounts Payable Invoice Item G/L Distribution page where changes can be made to the G/L Account.

11. Click Save and use the breadcrumb link at the top of the page to return to the Change Accounts Payable Invoice.
12. The workflow icons located at the top of the page allow you to add documents, notes, validate, print edit and error listings, and approve the change.
13. Clicking the hyperlink in the Item Status column will open a pop-up allowing you to review the change.

14. Click OK to close the pop-up.
15. Scroll to the bottom of the page and click Save when complete.
16. Navigate back to the Change Accounts Payable Invoice List page to post the change.