

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.

Status	Invoice Number	Vendor	Invoice Date	G/L Date	Payment Date	Pmt #
Paid	0000001381	1488 - ROLLIN MECHANIC...	09/24/2007	10/03/2007	10/04/2007	174206
Paid	0000003345	10192 - PHSI PURE WATE...	09/21/2007	10/08/2007	10/11/2007	174379
Paid	000153-000-06	7307 - AM PLANNING	10/12/2007	10/12/2007	10/25/2007	174687
Paid	001-019576	758 - HENDRIX AND DAIL I...	10/11/2007	10/11/2007	10/18/2007	174536

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.

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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.

Change Accounts Payable Invoice - 001-019576

Change Accounts Payable Information

Changed By: NWS
 Use Original G/L Date:
 Change G/L Date: 10/11/2007
 Change Reason Code: Incorrect GL Account
 Change Reason Text:

Invoice - 001-019576

Description	Quantity	Unit Of Measure	Price per Unit	Total Price	Status
Item - plywood	1.0000	EA	\$6.29	\$6.29	Unchanged

Options: 1 Rows
 Save

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.

Change Accounts Payable Invoice Item G/L Distribution

Original G/L Distributions

GL Account	Description	Project	Project Description	Distribution Percentage	Distribution Amount
001-3512-0000-055-50	Repairs - Facilities			100.00 %	

Vendor
 Amount: \$5,000.00
 Description: - INSTALL GENERATOR EXHAUST
 Invoice Number: 0000001381
 Percentage Distributed: 100%

G/L Account	Project	Percent	Amount	Delete
611-3421-504040 - Automotive Supplies		100.00%	\$5,000.00	<input type="checkbox"/>
				<input type="checkbox"/>

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 Save Reset Cancel

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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.

Items

Description	Quantity	Unit Of Measure	Price per Unit	Total Price	Status
1099 G - 2008 YR - REFUND 12-31-06 NET PROFIT	1.0000	HR	\$34.00	\$34.00	Changed

1099 G - 2006 YR - REFUND 12-31-06 NET PROFIT

Description	Quantity	Unit Of Measure	Price per Unit	Total Price
1099 G - 2006 YR - REFUND 12-31-06...	1.0000	HR	\$34.00	\$34.00

Old GL Distributions

GLAccount	Description	Project	Project Description	Distribution Percentage	Distribution Amount
001-403121	Net Profit Fees			100.00 %	

New GL Distributions

GLAccount	Description	Project	Project Description	Distribution Percentage	Distribution Amount
611-3421-504040	Automotive Supplies			100.00 %	

GL Entries

Type	GLAccount	Description	Project	Project Description	Due To/Due From	Due To/Due From Description	Amount

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.