



Process

Documentation

Department:

Customer Support

Last Updated:

11/15/2024 9:58 AM

NAME OF PROCESS

Correcting a Posted Invoice Number [RolePlay]

Use Case / Objectives

If you've entered an invoice number incorrectly, this article provides the steps to make the necessary corrections. Please note that the invoice must remain in unpaid status to allow adjustments.

Menu options to access:

Accounts Payable > Invoice Inquiry > Account Transfer

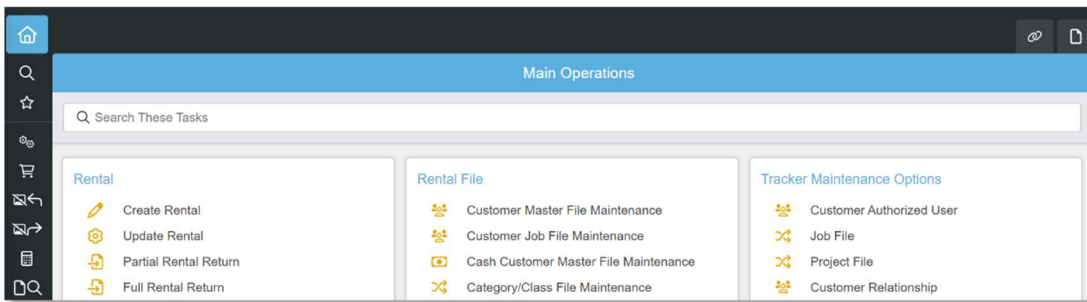
Training

Role	Description
	Making a correction on a posted invoice

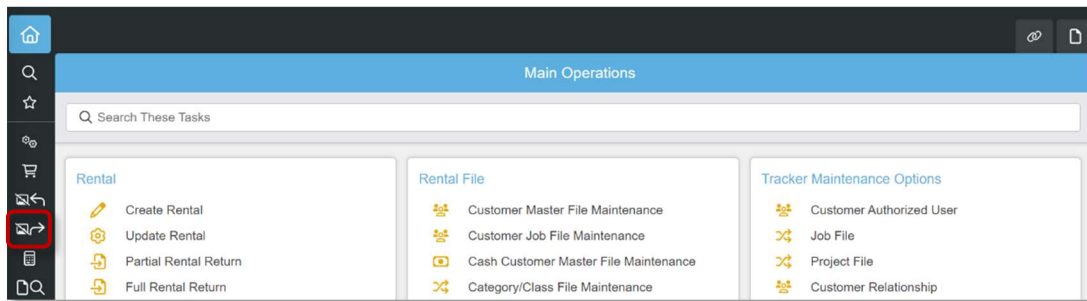
Correcting a Posted Invoice Number [RolePlay]

Process Steps

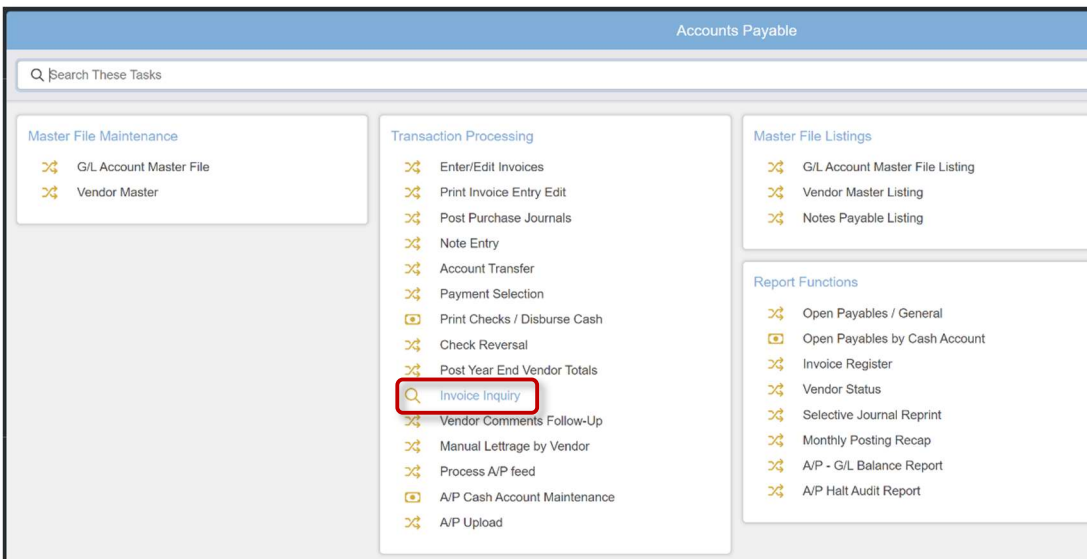
1. Log into the [Roleplay Environment](#) using your credentials.
2. The **Main Operations** menu will populate upon log in.



3. Click on the **Accounts Payable** menu .



4. In the **Transaction Processing** Section, click on **Invoice Inquiry**.



5. The Invoice Inquiry screen will display a number of fields:

10/17/24 16:11:11 Invoice Inquiry Sys: DEMO V12
Cmp: RM Loc: BRM

Vendor number :
 Invoice number :
 Purchase order # :
 Check number :
 Invoice Due Date :
 Open Invoices (Y/N) :
 Paid Invoices (Y/N) :
 From Invoice date :
 To Invoice Date :

Enter vendor number or F4 to search.

a. To start, type the Vendor number in the *Vendor number* field.

10/17/24 16:11:11 Invoice Inquiry Sys: DEMO V12
Cmp: RM Loc: BRM

Vendor number :
 Invoice number :
 Purchase order # :
 Check number :
 Invoice Due Date :
 Open Invoices (Y/N) :
 Paid Invoices (Y/N) :
 From Invoice date :
 To Invoice Date :

Enter vendor number or F4 to search.

- b. If the vendor number needs to be searched, while in the *Vendor number* field press **F4** on your keyboard or click on F04 Search in the **Display Functions** toolbar.

10/17/24 16:11:11 Invoice Inquiry Sys: DEMO V12
Cmp: RH Loc: BRH

Vendor number :

Invoice number :

Purchase order # :

Check number :

Invoice Due Date :

Open Invoices (Y/N) :

Paid Invoices (Y/N) :

From Invoice date :

To Invoice Date :

Display Functions

F03 Exit

F04 Search

F09 Comments

F12 Previous

- c. After pressing F4, Vendors will be displayed on the screen.

Type option, press Enter.

1=Select 2=Change 4=Delete 5=Display 6=Alt Addresses 7=Comments

0	Vend #	Vendor name	Address	ZipCd	ST	Rgn	Loc	IBAN	VAT#
<input type="checkbox"/>	42	CAT	123 MAIN ST				0001		
<input type="checkbox"/>	41	JLG Industries	149943 COLLECTIONS DRIVE	60693	IL		0001		

- d. To select the Vendor, in the **0** (options) column, type 1 and press enter to select.

Type option, press Enter.

1=Select 2=Change 4=Delete 5=Display 6=Alt Addresses 7=Comments

0	Vend #	Vendor name	Address	ZipCd	ST	Rgn	Loc	IBAN	VAT#
<input type="checkbox"/>	42	CAT	123 MAIN ST				0001		
<input checked="" type="checkbox"/>	41	JLG Industries	149943 COLLECTIONS DRIVE	60693	IL		0001		

- e. You'll be returned to the Invoice Inquiry screen with the Vendor number now populated in the field.

Vendor number :

Invoice number :

Purchase order # :

Check number :

Invoice Due Date :

Open Invoices (Y/N) :

Paid Invoices (Y/N) :

From Invoice date :

To Invoice Date :

6. Next, press enter while still in the screen above.
 - a. Once you press enter, multiple invoices from that vendor will be displayed.

```

1=Select  5=User Defined
Mode Vend. No.
-----
X Vend #  Vendor Name      Invoice Number  Description      Inv.Date      Opn/Chk Amount
-----
[ ]      41 JLG Industries      185           6919/0001       2/13/19       18.00
[ ]      41 JLG Industries      158           *PAID #10001    2/13/19       36,000.00
[ ]      41 JLG Industries      15           *PAID #10001    2/13/19       72,000.00
-----
USD TOTAL --->                                     108,018.00
    
```

- b. To select the invoice that needs to be corrected, type 1 in the 0 (options) column. Reminder: The invoice must be *unpaid* to adjust it.

```

1=Select  5=User Defined
Mode Vend. No.
-----
X Vend #  Vendor Name      Invoice Number  Description      Inv.Date      Opn/Chk Amount
-----
[1]      41 JLG Industries      185           6919/0001       2/13/19       18.00
[ ]      41 JLG Industries      158           *PAID #10001    2/13/19       36,000.00
[ ]      41 JLG Industries      15           *PAID #10001    2/13/19       72,000.00
-----
USD TOTAL --->                                     108,018.00
    
```


7. Press enter once selected. The invoice information will be displayed.

```

10/30/24  10:46:00      Invoice Inquiry      Sys: DEMO V12
                                      Cmp: V1 Loc: 0001
Assignee No. :
Vendor No.   : 41
Invoice No.  : 185
P.O. Number : 6919
Recurring Qty: Paid:
1099 Income : (Y/N)
Check Number :
Disc. Percent:
Invoice Date : 2/13/19
Invoice Desc.: 6919/0001
8=DETAIL DESCRIPTION
--- Disbursements ---      --- Discounts ---
0  Acct.#      Amount D/C  Acct.#      Amount Equip #
[ ] 125000-0001-0000-00    15.90 D
[ ] 581000-0001-0000-00     2.10 D

201000-0000-0000-00    18.00  A/P Account  ----- Messages -----
+
Press Enter to continue.
    
```

- a. Take note of the *Vendor number*, *Invoice number*, and *Sequence number*.

8. While keeping the Invoice Inquiry screen open, click on the Accounts Payable  menu again.

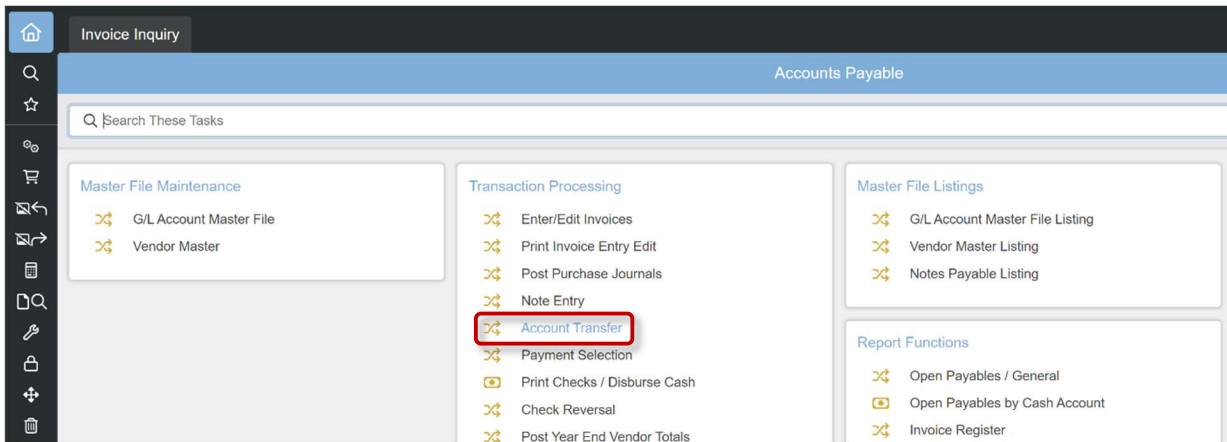


Invoice Inquiry

10/18/24 10:20:58 Invoice Inquiry Sys: DEMO V12
Cmp: V1 Loc: 0000

Assignee No. : Name: Halt Code :
Vendor No. : 41 Name: JLG Industries Location : 0001 Employee: RM0001BL
Invoice No. : 158 Type: I Invoice Code : Date : 2/13/19
P.O. Number : 6918 P.O. Reference: Currency Code : USD Clear/Vd:
Recurring Qty: Paid: Mult. Invoices: N Original Amount: 36000.00 Unreconciled
1099 Income : (Y/N) Prepaid Code : N (Y/N) Current Balance: .00
Check Number : 10001 Check Date : 2/13/19 Check Amount : 36000.00 Pay Code: K
Disc. Percent: Discount Date : Sequence Number: 1615 Batch No: 0000011587

9. In the Transaction Processing section, click on Account Transfer.



Accounts Payable

Search These Tasks

Master File Maintenance

- G/L Account Master File
- Vendor Master

Transaction Processing

- Enter/Edit Invoices
- Print Invoice Entry Edit
- Post Purchase Journals
- Note Entry
- Account Transfer
- Payment Selection
- Print Checks / Disburse Cash
- Check Reversal
- Post Year End Vendor Totals

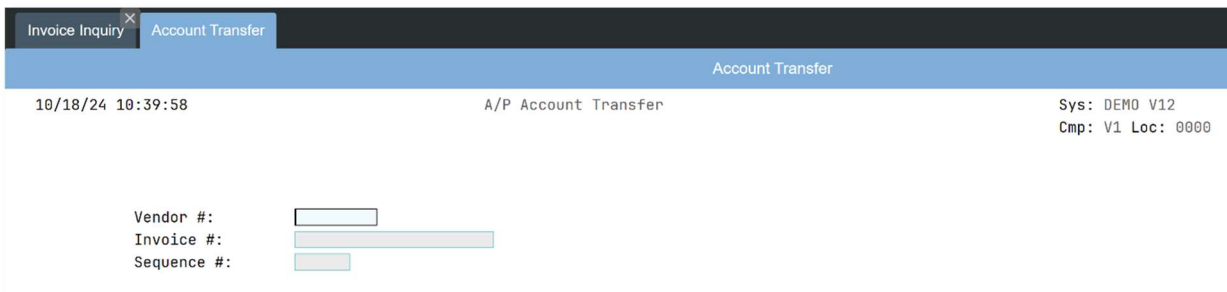
Master File Listings

- G/L Account Master File Listing
- Vendor Master Listing
- Notes Payable Listing

Report Functions

- Open Payables / General
- Open Payables by Cash Account
- Invoice Register

10. The Account Transfer screen will open and a few fields will display.



Account Transfer

10/18/24 10:39:58 A/P Account Transfer Sys: DEMO V12
Cmp: V1 Loc: 0000

Vendor #:
Invoice #:
Sequence #:

- a. This screen is where the *Vendor number*, *Invoice number*, and *Sequence number* can be referenced in the Invoice Inquiry screen. Click back on **Invoice Inquiry** tab to reference those numbers.

- b. Type in the numbers in the corresponding fields.

- c. Press enter to continue.
- d. Upon pressing enter, the details will populate and more fields will appear.

e. In the *New Invoice #* field, type in the corrected invoice number.

```

10/30/24 10:48:30                               A/P Account Transfer                               Sys: DEMO V12
                                                    Cmp: V1 Loc: 0001

Vendor #:          41      JLG Industries
Invoice #:         185
Sequence #:        1616
Status:           1
Cash account:     1020000000000000 CASH ON DEPOSIT-BANK-REGULAR
Invoice date:     2/13/19
Invoice amount:   18.00

New vendor #:     41      JLG Industries
New invoice #:    195
New description:  6919/0001
New cash acct:   1020000000000000 CASH ON DEPOSIT-BANK-REGULAR
    
```

f. Press enter to change the invoice number.

11. After pressing enter, you will be returned to the *A/P Account Transfer* screen. The process is now complete.

```

10/30/24 10:55:31                               A/P Account Transfer                               Sys: DEMO V12
                                                    Cmp: V1 Loc: 0001

Vendor #:         [ ]
Invoice #:        [ ]
Sequence #:       [ ]
    
```