Entering Purchases for Courier Invoices

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Typically, a carrier/courier invoice is a request for payment for the shipping costs of one or more shipments. The Build Courier Invoice process helps you create a single purchase which you can use to reconcile a courier's statement.

- 1. Navigate to **Menu > Accounts Payable > Purchases**, then click **New**.
- 2. Specify the desired courier in the **Vendor** field.
- 3. Click Actions > Build Courier Invoice.

The courier you specified for the purchase is auto-populated in the Quick Search bar. aACE returns a list of shipments which have been shipped, but have *not* been purchased. If you need to find shipment records for another carrier, use the <u>Quick</u>

<u>Search (http://aace5.knowledgeowl.com/help/using-the-guick-search-bar)</u> bar to locate those records.

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Shipment	Delivery Date	Title		dEx Ferms	Courier Tracki	ng # Shipping	Cost Tracking Status	Status SHIPPED	Pur'd NO	1
Select Shi	pments									
Shipment	Delivery Date	Title	Company	Courier Service	Terms	Courier Tracking #	Shipping Cost Tracking Status	Status		
50065	09/26/2019	Technology	Aperture	FedEx Ground		976538335776055	475.00	SHIPPED		^
Select All &	-									~
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- 4. Click the shipment records in the Select Shipments list that correspond to the shipments on the courier's statement. This moves them down to the Selected Shipments section.
- Click Pay.
 aACE populates the purchase with a line for each shipment record you selected.

Reconciling the Courier Statement

Creating the purchase this way makes it is easy to reconcile your shipments against the

courier statement. If the total of the purchase matches the total of the courier statement, you can save and open the purchase.

If the totals do *not* match, review the individual shipments in the Purchase Items section to locate the discrepancy. Update the Unit Cost for any incorrect purchase items so that the costs match the courier statement:

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Once the totals match, you can save and open the purchase.

Updates to Shipment Records

When you open the purchase generated by this process, aACE updates the related shipment records:

• The Purchased flag is marked. This ensures the shipment will be *excluded* from subsequent courier invoice purchases:

Outgoing Sl	inpinent		Residential 🔤 👘 🖈	Shipment Info		Purchased X	Descri	Notices 😶	Emails M Docs
Company >		Contact >		Courier Service	Courier Account #	Shipping Cert	Descri	ption	
Regina County A	rea School	Lauren P		FedEx Ground	32145687	300.00			
Shipping Terms	FOB		Value	Package Type	L W	H Weight			
			0.00	·	0 x 0 x	0 5			
Order >	Purchase	Order >	Invoice >	Courier Tracking #		Delivery Date	Package	e IDs	
50005			50006	836676155752649		06/11/19			
1 > Tblt-1		Studen	t tablet, 7" screen	* > 50005			20	5 C-AI	#s 💥

• The cost is updated if you changed the shipment's Unit Cost on the purchase (e.g. to reconcile a discrepancy).

Note: If an updated cost exceeds the original estimated cost by a certain amount, aACE can send a purchasing oversight notification (see below).

Batch Updates to Shipment Records

You can also manually update multiple shipment records at one time using the Shipping Log's Actions menu.

For example, suppose that you imported a list of completed shipments that had been shipped and purchased before your aACE system was implemented. You could locate these records using the Shipping Log, then mark them all as purchased: Actions > Update Purchased Flag for List.

					Shipping Lo	g						
Record: 1 o								New	Actions Send Notice Re	: List		
Snipme	ents Unsorted								Mark Shipments Mark Shipments			eived
Shipment	Title	Rec Type	Asgn	Company Q	Courier Service	Tracking #	Cost	Date	Delete Shipmen	ts in List		
> 50003	Southglen High School	🖈 ОUТ	КН	Southglen High			0.00	11/06/19	Delete Shipmen			
> 50008	Montboro School District	🖈 ОUТ	кн	Montboro School			0.00	11/18/19	Reassign Shipm			
> 50009	aACME Education	🖈 ОUТ	КН	aACME Education	First-Class Mail		0.00	11/18/19	Update Tracking Update Purchas			
> 50010	aACME Education	🖈 ОUТ	КН	aACME Education	First-Class Mail		0.00	11/18/19			*	
> 50011	aACME Education	🖈 ООТ	КН	aACME Education	First-Class Mail		0.00	11/18/19	Transmit Shipm	ents in List	-	~
> 50029	Southglen High School	🖈 ОUТ	КН	Southglen High	FedEx Ground		0.00	12/03/19	Ready to Pick	PENDING	•	7
List Totals							0.00					
Show All Fin	nd My Pending Shipments Fin	d Pending Shinm	onte	Related Records 💌								÷Ö:

Configuring Shipping Cost Oversight Notifications

As noted above, when a shipment's Unit Cost on a purchase is updated and the purchase is opened, aACE can send a notification if there's a discrepancy. For example, if the initial shipping cost estimate was a standard \$49.99, additional factors may combine to make the actual cost \$249.99. For a change of this size, you may want a qualified team member to review the courier invoice in case there was a mistake or additional customer billing is required.

To enable this feature, your system administrator must configure the <u>Oversight Notification</u> (<u>http://aace5.knowledgeowl.com/help/notification-automation-preferences</u>) for shipping costs. This preference reads, "If the statement shipping cost exceeds its estimated cost by ___% for values over ___". Enter a value for the increase percentage and a value for the shipping cost threshold.

These two values help ensure that notifications are only generated when the changes are large enough to merit a supervisor's attention. For example, suppose that most shipments cost about \$25.00. Sending out a notification each time the cost went up 10% to \$27.50 may be counterproductive. However, on larger orders that cost \$1000.00, a 10% increase of \$100.00 would be significant. For this scenario, the system administrator would enter the following criteria: "If the statement shipping cost exceeds its estimated cost by 10% for values over 1000.00."