

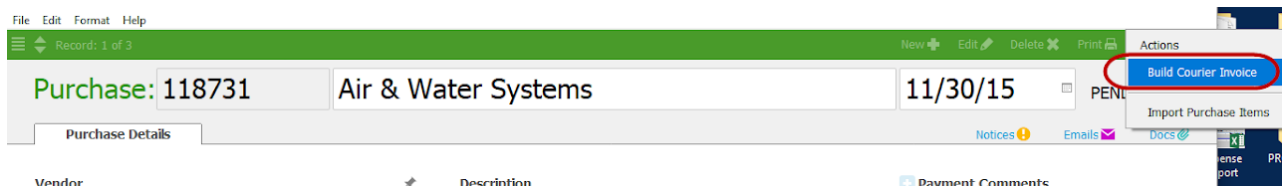
# Courier Invoice Reconciliation

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This guide is intended for Duggal Visual Solutions general users specifically. Information herein may contain customizations and particulars specific to the Duggal aACE system. Click this [link](https://aace5.knowledgeowl.com/help) (<https://aace5.knowledgeowl.com/help>) for the General aACE Software aACE 5 Knowledge Base.

## Courier Invoice Reconciliation

An invoice received from a Courier can be reconciled with the aACE Shipments that were created for that courier. The vehicle to perform this reconciliation is the **Courier Invoice**. This can be built in the **Purchases** module. In a new **Purchase**, while in **Edit** mode, click the **Actions** button. Select **Build Courier Invoice** from the drop-down menu.



A **Build Courier Invoice** window will appear. The top list is a list of all "unpurchased, shipped" Shipments. This list can be constrained by Courier, Ship Date, and Tracking number to produce a workable list from which to select Shipments to add to the Purchase, reviewing the Vendor Invoice against the Shipments List.

Build Courier Invoice

Shipment	Delivery Date	Title	Company	Courier	Terms	Courier Tracking #	Shipping Cost	Tracking Status	Status	Pur'd
	3/1/2019...6/3/			FedEx					SHIPPED	NO

Select Shipments

Shipment	Delivery Date	Title	Company	Courier Service	Terms	Courier Tracking #	Shipping Cost	Tracking Status	Status
89736	03/25/2019	Avant Garde	Avant Garde	FedEx Express Saver			0.00		SHIPPED
89737	03/25/2019	Avant Garde	Avant Garde	FedEx Express Saver			0.00		SHIPPED
89738	03/27/2019	Avant Garde	Avant Garde	FedEx Express Saver			0.00		SHIPPED
89740	03/27/2019	Avant Garde	Avant Garde	FedEx Express Saver			0.00		SHIPPED
89741	03/27/2019	Avant Garde	Avant Garde	FedEx Express Saver			0.00		SHIPPED
89742	03/27/2019	Avant Garde	Avant Garde	FedEx Express Saver			0.00		SHIPPED

Select All

Selected Shipments

Shipment	Delivery Date	Title	Company	Courier Service	Terms	Courier Tracking #	Shipping Cost	Tracking Status	Status
89824	05/13/2019	Avant Garde	Avant Garde	FedEx Express Saver			50.00		SHIPPED
89827	05/22/2019	Avant Garde	Avant Garde	FedEx Express Saver			25.00		SHIPPED
89828	05/23/2019	Avant Garde	Avant Garde	FedEx Express Saver			10.00		SHIPPED
89829	05/23/2019	Avant Garde	Avant Garde	FedEx Express Saver			5.00		SHIPPED
89837	05/29/2019	Matthew Pelfrey	Matthew Pelfrey	FedEx Ground			8.55		SHIPPED
89839	05/29/2019	Matthew Pelfrey	Matthew Pelfrey	FedEx Ground			8.11		SHIPPED

Remove All

Total Cost106.66

CancelPay