Edit an invoice
Last updated: Fri, 29 Apr 2022 17:36:15 GMT

Discover how to search for and edit existing invoices and how to edit existing invoice item information. You can search for your existing invoices and edit an existing invoice.

Search for existing invoices

1. On the left navigation, click Invoices > Invoices.
2. Search for an invoice.
   a. Click Search to view all invoices.
   Or
   b. Search for a specific invoice.
      1. Select an index from the drop-down list.
         - Invoice Number (default)
         - External Invoice ID
         - Payment Reference ID
         - System Invoice Number
      2. Enter your search term(s) in the Find Invoice form field.
      3. Click Search.
3. (Optional) Filter the search results using the invoice filters.

Edit existing invoices

You can edit invoices by editing the fields below:

Invoice fields - Table

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Paid</td>
<td>Date the invoice was paid. This date does not need to be the same as the date the invoice payment status changes to Paid and allows you to indicate when payment was actually submitted to the vendor, rather than when the invoice was marked as paid in Acquisitions. You can view the date the invoice payment status changed to Paid under Status.</td>
</tr>
</tbody>
</table>

https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Invoice/Edit_an_invoice
Printed: Thu, 22 Sep 2022 06:57:13 GMT
<table>
<thead>
<tr>
<th>FIELD</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Number (required)</td>
<td>Number used by vendor to identify a specific invoice.</td>
</tr>
<tr>
<td>Invoice Date (required)</td>
<td>Date invoice was created by vendor.</td>
</tr>
<tr>
<td>External Invoice ID</td>
<td>A unique identifier for the invoice used by an external financial system (e.g. such as the campus financial system).</td>
</tr>
<tr>
<td>Payment Reference ID</td>
<td>Check or transaction number for the payment actually submitted for this invoice.</td>
</tr>
<tr>
<td>Tax Handling</td>
<td>Select a tax calculation method from the drop-down list.</td>
</tr>
<tr>
<td>Tax item cost</td>
<td>Calculates tax amount by multiplying tax percentage by the price.</td>
</tr>
<tr>
<td>Tax item, service charge, and shipping cost</td>
<td>Calculates tax amount by multiplying tax percentage by the price, service charges, and shipping</td>
</tr>
<tr>
<td>Includes taxes in costs</td>
<td>Calculates tax amount by considering it as included in the price, service charges, and shipping</td>
</tr>
<tr>
<td>Currency</td>
<td>The currency used by the vendor.</td>
</tr>
<tr>
<td>Exchange Rate</td>
<td>Exchange rate for the invoice, if currency is not the same as Library Currency. Click <strong>Use Current Rate</strong> to populate the Exchange Rate field with the current exchange rate. The system will pull in <strong>the rate you created</strong> before retrieving a rate from an external service.</td>
</tr>
</tbody>
</table>

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## Edit invoice item information

Unpaid invoices can be edited before paying them.

1. From the list of invoices, click the **Invoice Number**.
2. Edit invoice.

### Add bibliographic items

To add bibliographic items to an invoice, use these procedures:

<table>
<thead>
<tr>
<th>TYPE OF ITEM</th>
<th>PROCEDURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monograph</td>
<td>◦ Receive, Monographs</td>
</tr>
<tr>
<td></td>
<td>◦ Invoice</td>
</tr>
<tr>
<td><strong>Serial, Electronic Product</strong></td>
<td>◦ Receive</td>
</tr>
<tr>
<td></td>
<td>◦ Invoice</td>
</tr>
</tbody>
</table>

### Add debit, credit, or refund for a non-bibliographic item to invoice

Use this feature to record a debit, credit, or refund for non-bibliographic items (that do not have records in WorldCat or the WorldCat knowledge base), such as equipment or bindery fees. Items added in this way are not on an order, so the Order field remains blank.

From the **Add** list (in the top left corner above the table), select the item to add:

<table>
<thead>
<tr>
<th>ADD ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Debit</strong></td>
<td>A debited item increases the amount paid from fund upon payment of invoice</td>
</tr>
<tr>
<td><strong>Credit</strong></td>
<td>A credited item, decreases the amount paid from fund upon payment of invoice</td>
</tr>
</tbody>
</table>
ADD ITEM | DESCRIPTION
--- | ---
Refund | A refunded item decreases the amount paid from fund upon payment of invoice

**Note:** For credits and refunds, all amounts must be negative (unit price, service charges, shipping).

**Delete from invoice**

Deleting an item from an invoice does not affect the item's order.
1. Select the item's check box and click **Delete Items** (above the table).
2. On the Delete Invoice Item Window, click **Yes**.
3. Edit items. The system keeps a running total in the Total column.

**Split an invoice among multiple funds**

Note: Toggling between **Amount** and **Percentage** may change the percentage assigned to each fund due to rounding issues when switching between these two modes of assigning costs.

**Split an invoice among multiple funds by amount**

1. On the left navigation, expand **Invoices > Invoices**.
2. Click **Search** and then click the **Title/Description** to view the invoice.
3. From the Budget/Fund column, click **Assign multiple budgets/funds**. Then Budget and Fund Assignment window opens.
   - Note: You can also split an invoice among multiple funds from the Order Items page.
4. For **Allocate by**, select **Amount**.
5. Add additional funds by clicking the **Add button** (+).
6. Enter the **amount** for each fund added in the Amount field. The amounts for each fund must add up to the total price of the item. The total price of the item (Amount) and Amount Unassigned can be found near the top of the Budget and Fund Assignment dialog.
7. (Optional) Click **Distribute evenly among unallocated funds** to distribute any remaining unassigned amount evenly among all funds with a zero amount.
8. Click **Save**.

**Split an invoice among multiple funds by percentage**

1. On the left navigation, expand **Invoices**.
2. Click **Invoices** and then click the **Title/Description** to view the invoice.
3. From the Budget/Fund column, click **Assign multiple budgets/funds**. Then Budget and Fund Assignment window opens.
   - Note: You can also split an invoice among multiple funds from the Order Items page.
4. For **Allocate by**, select **Percentage**.
5. Add additional funds by clicking the **Add button** (+).
6. Enter the **percentage** for each fund added in the Percentage field. The percentages must add up to
100%.

7. (Optional) Click **Distribute evenly among unallocated funds** to distribute any remaining unassigned amount evenly among all funds with a zero amount.

8. Click **Save**.

Select funds from different budget periods for an invoice item

Note:

- Toggling between **Amount** and **Percentage** may change the percentage assigned to each fund due to rounding issues when switching between these two modes of assigning costs.
- You can always select the current budget period, but the next budget period is only available if you have enabled it for use. To do this, go to the next budget selected and select **Enable for Use**.

1. From the Budget/Fund column, click **Assign multiple budgets/funds**.
2. For Allocate by, select **Percentage**.
3. Add additional budget periods by clicking the **Add button**.
4. Select a **budget period** for each row added from each drop-down list in the Budget column.
5. Click **Save**.

Edit tax, discount, and service and shipping charges for multiple items at the same time

1. Click the **check box** to select the items you want to apply discounts, service and shipping charges, and taxes to.
2. Click the buttons at the bottom left of the screen (Tax, Discount, Service Charge, and Shipping) to open windows and make your change. Your changes apply to all checked items.
   Note: Any other edits must be made one item at a time.

4. When finished click Pay Now. See **Pay an invoice**.
   (Optional)
   - **Unpay invoice**
   - **Change status to Ready or Open**

Invoice item columns - Table

<table>
<thead>
<tr>
<th>COLUMN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget/Fund</td>
<td>The top list is for budgets (if more than one budget is enabled).</td>
</tr>
</tbody>
</table>
The bottom list is for the fund against which the cost of the item will be charged:

**Fund window**

<table>
<thead>
<tr>
<th>LEFT COLUMN</th>
<th>MIDDLE COLUMN</th>
<th>RIGHT COLUMN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund name</td>
<td>Fund code</td>
<td>Parent fund</td>
</tr>
</tbody>
</table>

**Assign multiple funds to an item**

1. In the Fund list, click **Assign multiple funds** (at the bottom of the list window).
2. On the Assign Multiple Funds to Item, select the **Fund**.
3. Enter the **Percentage** of the item's cost the fund will pay. (Make sure the percentages total 100%).
4. Use the **Add** (➕) and **Remove** (➖) buttons to add and remove funds.
5. Click **Save**.

**Calculated Total**

The total of all prices, service and shipping charges, and taxes less any discounts.

**Custom Fields**

Click the **Custom Fields button** (孖) to edit the custom fields for the invoice item.

**Discount (%)**

Any discount applied to the item (enter as a percentage).

- Can be edited for multiple items at once.
- See Edit tax, discount, and service and shipping charges for multiple items at the same time, above.

**Inv. (%)**

Indicates what percentage of the item has been invoiced.

**Notes**

Any notes about the order item.

- Click the **Add Note button** (孖) to add a new note
<table>
<thead>
<tr>
<th>COLUMN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order #</td>
<td>The order number.</td>
</tr>
<tr>
<td>Quantity</td>
<td>The number of items invoiced.</td>
</tr>
<tr>
<td>Service Charges</td>
<td>Any service charges applied to the item. Calculated by multiplying the service change amount by the number in the Qty column.</td>
</tr>
<tr>
<td>Shipping</td>
<td>Any shipping charges applied to the item. Calculated by multiplying the shipping amount by the number in the Qty column.</td>
</tr>
<tr>
<td>Tax 1 (%)</td>
<td>A percentage value entered by the user and indicating the tax 1 of the item. This value is multiplied by the price to calculate the tax amount.</td>
</tr>
<tr>
<td>Tax 2 (%)</td>
<td>A percentage value entered by the user and indicating the tax 2 of the item. This value is multiplied by the price to calculate the tax amount.</td>
</tr>
</tbody>
</table>

Note:
- Click the **Add/Edit Note button** to add or edit notes.
- Can be edited for multiple items at once.
- See Edit tax, discount, and service and shipping charges for multiple items at the same time, above.

Note:
- You can assign a percentage value up to three decimal places (e.g., 7.745%).
- Percentage values with four decimal places will be rounded off to three decimal places (e.g., 7.7454% will be rounded to 7.745%).
- By default, the percentage value has two decimal places unless a third decimal place is entered.
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• Percentage values with four decimal places will be rounded off to three decimal places (e.g., 7.7454% will be rounded to 7.745%).

• By default, the percentage value has two decimal places unless a third decimal place is entered.

<table>
<thead>
<tr>
<th>COLUMN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Amount</td>
<td>Sum of Tax 1 (%) and Tax 2 (%).</td>
</tr>
<tr>
<td>Tax %</td>
<td>Any tax on the item (enter as a percentage).</td>
</tr>
<tr>
<td>Title</td>
<td>The title of the item. To see all of an abbreviated title, place the cursor over the brackets and ellipses […].</td>
</tr>
<tr>
<td>To Be Expended</td>
<td>Amount to be expended on the selected budget period.</td>
</tr>
<tr>
<td>To Be Pre-Paid</td>
<td>Amount to be pre-paid on the selected budget period.</td>
</tr>
</tbody>
</table>

The total of all prices, service and shipping charges, and taxes less any discounts. The total is updated as you make changes.

- Can be edited by clicking on the **total**. In the Update Total dialog:
  - Select **Use New Amount** and enter a new **total amount**.
  - Click **Update**.

Note: If you changed the vendor's currency, the Grand Total will differ from your library’s currency. The difference depends on the exchange rate between the two currencies, which you set when you changed the vendor's currency.
## Set the number of invoice items displayed

You can set the default number of invoice items to display when viewing an invoice. The number you select will be saved for future sessions when using the same computer and browser.

Note: If you have two invoices open, each with a different number of rows selected, the last one you have open will be used as the default for future invoices.

1. From the list of invoices, click the **Invoice Number**.
2. Select a number from the Rows drop-down list, which appears above the Total column, to set the number of rows you will see when you access the Invoice screen.
   - 5 (default)
   - 10
   - 20
   - 50