

# Approving Carrier Invoices

## Note

Follow this process if you are auditing or approving paper invoices received from a Carrier outside of Kuebix. If an invoice exists in Kuebix that matches this shipment AP (added via EDI or the Carrier Portal), do not follow this process. In that case, you should approve all invoices via the **Manage Bill to Discrepancies** and **Manage Rate Exceptions** pages instead.

The **Approve Carrier Invoices** page holds all AP records that have been created. An AP record gets created when a shipment is booked. An AP record stays on this page until it has been approved. These AP records contain the booked shipment rate, not the invoiced rate.

1. On the **Approve Carrier Invoices** page, click the **checkbox** for the AP record you would like to approve.
2. If the invoiced and quoted amounts match, click the **AP Approve** (stamp) icon. This sends the record to **Create Carrier Remittances**.
3. If the invoiced and quoted amounts do not match, click the **Carrier Rate Exception** (suitcase) icon. This brings you to the **Rate Exception** page where you can enter in the invoiced amount and the desired amount to pay. Click **Approve** to approve the amount you would like to pay. Once approved, the invoice is sent to **Create Carrier Remittances**.
4. Click **Save**.

## Rate Exception-Audit & Carrier Overpayments

Lookup Type: Account Payable (AP) ▾ AP-  Find

Carrier: Southeastern Freight Lines Exception Status: New

### Shipment Information

Reconciliation Method: Detailed ▾

BOL Number: KBX-

Awarded Rate Quote: RQ-

Shipper:

Carrier Pro #:

#### Rate Exception Reason(s):

Select:

- Accessorial Charge
- Billing Wrong Party
- Class Discrepancy
- Density
- Discount

Selected:

Carrier Approver Name:

Carrier Approver Email:

Notes:

Categories	Kuebix & Carrier Rates			Agreed Pay Amount	
	Expected Carrier Rate	Invoiced Carrier Rate	Carrier Rate Variance	Agreed Rate to Pay	Agreed Variance to Pay
Linehaul Charge	\$ 98.50	\$ 0.00	\$ -98.50	\$98.50	\$ 0.00
Fuel Surcharge (FSC)	\$ 37.84	\$ 0.00	\$ -37.84	\$37.84	\$ 0.00
Misc. Surcharge	\$ 0.00	\$ 0.00	\$ 0.00	\$15.00	\$ 15.00
Accessorial Charge	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Accessorial Details	<span>Edit Accessorials</span>			<span>Edit Accessorials</span>	
Other		\$ 0.00		\$0.00	
<b>Total</b>	<b>\$ 136.34</b>	<b>\$ 0.00</b>	<b>\$ -136.34</b>	<b>\$ 151.34</b>	<b>\$ 15.00</b>
	<span>Approve</span>	<span>Approve</span>		<span>Approve</span>	

#### Agreed Amount To Pay Carrier

Amount To Pay: \$ 151.34  
Paid Amount: \$ 0.00  
Balance To Pay: \$ 151.34

Cancel Save