

# Manage Rate Exceptions

**Two grids that MUST be looked at every day:**

- Manage Bill-To Discrepancies (EDI) (Orphan Invoices)
- Manage Rate Exceptions

## Manage Rate Exceptions

When the AP Record and Carrier Invoice do not match.

1. Click on “Quick Actions” and select “View/Edit Rate Exceptions.”
2. Scroll down to the pricing breakdown and look for the variance marked in red.
3. Find out what was charged and why by clicking on “EDI Invoice Details.”
4. Determine what the agreed payment amount will be and click “Approve” on the amount they want to pay.
  - Enter in any notes that you want to have on record for the invoice. (Optional)
  - Choose the Reason for the rate exception. (Optional)
5. Once you select “Approve” the amount will be sent to “Create Carrier Remittances.”
6. Once an invoice is in “Create Carrier Remittances” you are finished with the invoice audit process and the shipment has been written back to your ERP system for payment.

### Shipment Information

Reconciliation Method: Quick

BOL Number: KBX-1031849-18

Awarded Rate Quote: RQ-0015692667-18

Shipper: Sloppy Joes

Carrier Pro #: 7234567940

[Review EDI Invoice Details](#)

#### 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	
Rate Details +	Expected Carrier Rate	Invoiced Carrier Rate	Carrier Rate Variance	Agreed Rate to Pay	Agreed Variance to Pay
Total	\$193.24	\$135.90	-\$57.34	\$0.00	-\$193.24
	<input type="button" value="Approve"/>	<input type="button" value="Approve"/>		<input type="button" value="Approve"/>	

#### Agreed Amount To Pay Carrier

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

[https://help.kuebix.com/wp-content/uploads/2022/01/Invoice-Audit\\_Manage-Rate-Exceptions.mp4](https://help.kuebix.com/wp-content/uploads/2022/01/Invoice-Audit_Manage-Rate-Exceptions.mp4)