

## **Manage Rate Exceptions**

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

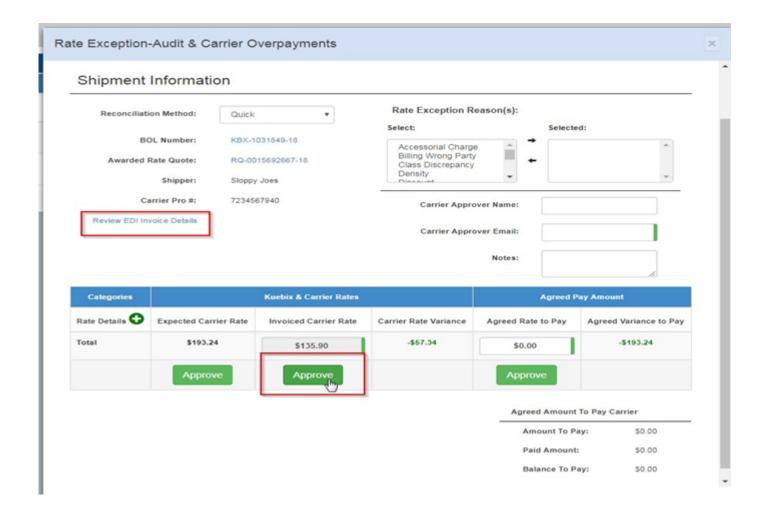
- Manage Bill-To Discrepancies (EDI) (Orphan Invoices)
- Manage Rate Exceptions

## **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.





 $https://help.kuebix.com/wp-content/uploads/2022/01/Invoice-Audit\_Manage-Rate-Exceptions.mp4$