



# Managing Bill-To Discrepancies (EDI) (Orphan Invoices)

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

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

The **Manage Bill-To Discrepancies (EDI)** page displays all invoices that Kuebix cannot match to a shipment. A shipment only matches up with an invoice if the PRO and BOL numbers on both the invoice and shipment are an exact match. The purpose of this page is to allow the user to match these orphan invoices to a shipment manually. Invoices and shipments need to be linked to each other through this page.

1. Click the **checkbox** for the invoice for which you would like to find a matching shipment.
2. Click the **Green Arrow** icon to search for shipments that may be a match to the invoice.  

3. If the Kuebix system finds shipments that may be a match, they will be listed in the **Potential Shipment Matches** section.
4. Shipments are matched to an invoice by searching for PRO, BOL Number, Origin & Destination.
  - Common reasons an invoice may not match a shipment automatically: PRO number is different, destination/origin state varies, or BOL # varies.
  - If a shipment is not created in Kuebix, then the invoice will not match up to any shipments.
5. Once you find the shipment that is a match to the invoice, you can click **Assign** and the shipment will then move to either the **Approve Carrier Invoices** page or the **Manage Rate Exceptions** page. This will be determined by whether the invoice matches the quoted amount. 
6. If you cannot find a matching shipment for an invoice:

- You can delete the invoice if you do not want to have the record in Kuebix.
- (Or) You can create a shipment record for this invoice by clicking the **Paper** icon. This will create a shipment and an AP record so that the invoice and shipment can be approved even though the shipment was not created in Kuebix. After you create the shipment, the shipment will get approved and move to the **Create Carrier Remittances** page.

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