

LOP Help Center - Funding Invoice Correction Process

Last Modified on 10/23/2024 1:05 pm CDT

Overview

This article is to provide information about our process for handling invoice corrections to clients who utilize our Payroll Funding Services .

Note Want to learn more about Payroll Funding services? Please visit our [website](#) and schedule a consultation today!

Process

1. Submit a request through the [LOP Help Center](#), selecting the “LOP Funding - Invoice Correction” request type; fill out the required information.



Payroll Team

Welcome! You can raise a request for the Payroll Team using the options provided.

What can we help you with?



LOP Funding - Invoice Correction

Request a correction to an invoice (for use by clients utilizing LOP Invoice Funding Services)

Required fields are marked with an asterisk *

Your Company's Name *

Test Company

Invoice Customer Name *

Test Customer

Invoice Number *

98765

2. The LOP team will make the requested changes to the invoice, and notify you when complete.
 - o The correction will appear in the invoice register as a new invoice using the original invoice number plus “-1”(if it's the second correction it will be a “-2”, if it is a correction of a correction it will be a “-1-1”, etc)
3. You may then work with your client to provide them with the needed correction; you may either send an updated master invoice or just the correction.
 - o To send the updated master invoice, find the original invoice and double click into it. From there, you can either Email or Print the invoice from the Actions Menu:

Bill's Burgers (Primary)
2323 23 ave S Ste 5000
Roseville, MN 55112

ID: 4295037959
Branch: Minneapolis

PAUL.WILCZIEK: High Tech Staffing

Search for Employees, Customers, Orders, etc.

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invoice detail
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employee
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order
assignment
contact
pay / bill
calendar
reports
all options

Invoices Detailed View

Drag a column header here to group by that column.

Posted	Inv Num	Date	Customer	Department	Branch	Amount	P
	49188-1	10/8/2024	Bill's Burgers,				
	49188	10/4/2024	Bill's Burgers,				

search

Invoice Dates
From: 7/8/2024
To:

Customer
Due Date

Inv Number
Inv ID
Inv Amount
Balance

Show pending invoices
 Show only Overdue invoices
 Exclude \$0 Balance invoices

Search

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Bill's Burgers
2323 23 ave S Ste 5000
Roseville, MN, 55112

Invoice Number: 49188 Weekend Bill 9/29/2024
Invoice Date: 10/4/2024 Pay Date: 10/8/2024

Owed Balance: \$0.00
Amount Paid: \$4,265.50

Invoice Items	inv num	item	id	quantity	rate	weekend date	total
Jimothy, Timothy	49188	OT Hours	136982	40.00	\$112.50	9/29/2024	\$4,500.00
Jimothy, Timothy	49188-1	OT Hours	137051	3.00	\$112.50	9/15/2024	\$337.50
Jimothy, Timothy	49188	Reg Hours	136982	40.00	\$70.50	9/29/2024	\$2,820.00
Jimothy, Timothy	49188	Reg Hours	136983	16.00	\$70.50	9/15/2024	\$1,128.00
Jimothy, Timothy	49188-1	Reg Hours	137050	40.00	\$70.50	9/29/2024	\$2,820.00
							\$4,285.50
Adjustment Items							
Jimothy, Timothy	49188				(\$20.00)	9/29/2024	(\$20.00)
							(\$20.00)
Tax Items							
							\$0.00
Total							\$4,265.50

Extended Invoice Details

- o To send only the correction, navigate into the correction and follow the same steps from the Actions Menu:

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Bill's Burgers (Primary)
 2323 23 ave S Ste 5000 ID: 4295037959
 Roseville, MN 55112 Branch: Minneapolis

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visifile
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 invoice detail
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 evaluations
 messages
 payment history
 tasks
 search

employee
 customer
 order
 assignment
 contact
 pay / bill
 calendar
 reports
 all options

Invoices Detailed View

Drag a column header here to group by that column.

O.	Posted	Inv Num	Date	Customer	Department	Branch	Amount	P
		49188-1	10/8/2024	Bill's Burgers,				
		Inv ID: 33425	Last Paid: 10/8/2024				Amount	
		Master Inv Number: 49188	Invoice Due: 10/23/2024				Balance	
		49188	10/4/2024	Bill's Burgers,				
		Inv ID: 33418	Last Paid: 10/8/2024				Amount	
		Master Inv Number: 49188	Invoice Due: 10/19/2024				Balance	

search

Invoice Dates
 From: 7/8/2024
 To:

Customer
 Due Date

Inv Number
 Inv ID
 Inv Amount
 Balance

Show pending invoices
 Show only Overdue invoices
 Exclude \$0 Balance invoices

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