

CB PO Shipment Reconciliation

09/16/2024 8:12 am CDT



Who is this for: Anyone who needs to reconcile CB PO Shipments in SalesForce.



Objective: Learn the steps needed to reconcile CB PO Shipments in SalesForce.

Confirm that the invoice matches the total received amount on the CB PO Shipment.

If it does, Rebekka can continue with payment.

If it does not, review the invoice and compare that to what we received to find any discrepancies. If we were billed more than we received, reach out to the brand to obtain a revised invoice. If we were underbilled, reach out to the brand to obtain a revised invoice.

Once the revised invoice has been received, please send to accounting email (accounting@charliebean.com) so that Rebekka knows it is okay to pay. Then update the CB Received Amount to match what the corrected invoice states.
