

How Do You Adjust a Small Underpayment in Cash Receipts? - Accrual

Tammy Mason - 2017-09-18 - in Customer

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In cash receipts, enter the customer number and click add customer check. Enter the check number and check amount. Highlight the invoice to be paid and click Inv edit. In the Amt Paid field enter the entire payment amount. This is less than the Amt due. Enter the underpayment as a positive adjustment and use the G/L # recommended by your accountant. Click Ok. This will clear the invoice from the open invoices.

Note: Use G/L #30unde5 Returns & Allowances, G/L #306 Cash Short/Over or G/L #984 Misc. Expense.