

How Do You Adjust Off Costing from an Order so it can be Deleted?

Tammy Mason - 2017-09-15 - in Customer

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First, run an AP/GL Distribution report. This will show you the vendor, invoice #'s, and amounts that were originally vouched to the orders.

- From the graphics menu, go to your reports menu, and report category accounting-general ledger.
- Select AP/GL Distribution from the list of reports.
- Select a sort option, and select a specific or range of that option that you want to narrow your report down to. Then preview.
- The report will break down by order number. Keep the other report you have handy while you're doing this so you can check off the ones you've already found.

For the orders that don't show up on the previous report, probably the older ones, you'll have to pull each one up manually in order history maintenance and click on the order costing icon at the top. This will give you the most of the same information as the AP/GL Distribution report did, except it won't give you the gl number that was used originally. That's okay, though, because you won't need it since we're just moving the costing. Write down the vendor, invoice #, and dollar amount vouched.

Once you have the original vouching information, you can go into vouching and make the adjustments.

- From the graphics menu again, either the main menu or the vendor menu, select vouching.
- Enter the vendor number and the invoice number and click "add." If it tells you that the invoice number has already been used and asks you if you want to reuse it, say yes.
- Don't enter an invoice amount; just go straight to the distributions tab.
- Highlight Order Costing Distribution on the left, then right click and add an

order. Enter the order number and click ok.

- Go to GL actions on the left, and add a distribution.
- Use the suspense account (238 if you're using our chart of accounts), and enter a negative amount, the same as what was originally vouched. Then click ok.
- Highlight Non-Order Distribution on the left, then right click and add a distribution.
- Use the suspense account again, but this time enter the same number as a positive. Then click ok.
- Look in the bottom right hand corner. The balance to distribute should be 0.00. Then you can click ok again.
- Since we're using the suspense account, and used both a positive and negative of the same amount, we're not affecting any of the original distributions that were used. We're just moving the cost off the order so the order can be deleted. And since the positive and negative cancel each other out, we're not affecting your payables account.

- Once you enter all your orders that you want to adjust, click finish. You'll get a journal to show what you've done, and you'll be able to delete the orders you don't want.

Note: *If you normally vouch to the dropship merchandise g/l (135) then a journal entry may need to be done to move the amount to cost of sales (400).*