How Do You Correct a Bill Applied with Wrong Amount or Wrong General Ledger?

Tammy Mason - 2022-07-19 - in Vendors

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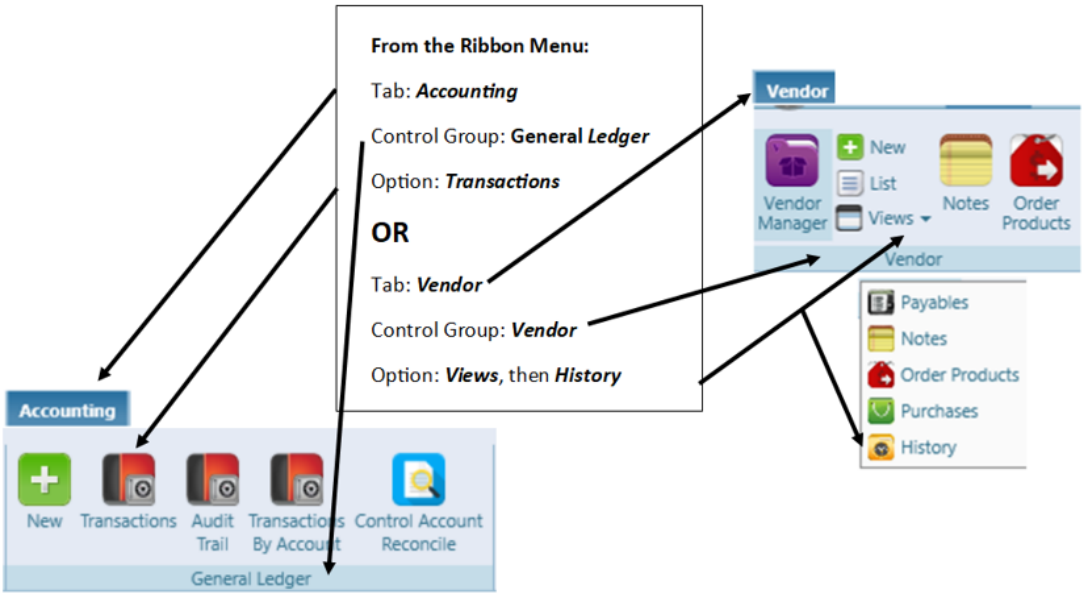

Explanation: Modifications to entries made through Bills Apply can be done in Vendor History or General Ledger Transactions.

1. Locate proper vendor and in the 'Source' column, locate the original Bills-Apply .

2. Click Bills-Apply. This will load a separate tab for **Bill-Apply Adjust**. On the **Bill-Apply Adjust** tab, you can make your corrections.

3. If this relates to an order, you can Select or unselect a Product Line by removing the check mark next to the expander icon.

4. The general ledger entry can be deleted by using the “X” on the general ledger expander.

NOTE: If you have done both Bill-New and Bill-Apply, you must adjust both in history to make changes correct.