

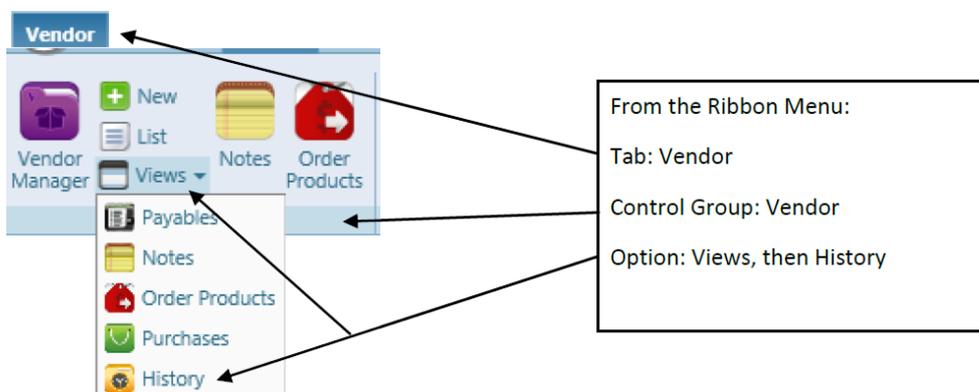
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How Do You Correct a Double Entry of a Vendor's Invoice?

Tammy Mason - 2022-07-19 - in Vendors

How Do You Correct a Double Entry of a Vendor's Invoice?



Explanation: Modifications to entries made through Bills-New, Bills-Apply, or Bill-Pay can be done in Vendor

History (or General Ledger Transactions).

1. Locate proper vendor.

In the 'Source' column, locate and click the Bills-New entry you would like to remove. This will load a separate tab for **Bill Adjust**. Add to Reference area "*duplicate entry*" for future reference. Zero the amount and click *Process*. If you have also double applied this invoice; If this relates to an order, you can Select or unselect a Product Line by removing the check mark next to the expander icon.



The general ledger entry can be deleted by using the "X" on the

general ledger expander.



Click Process When complete.



4. If you also have two Bills-Pay entries for this invoice, and the check wasn't sent, click Bills-Pay on the duplicate entry. This will load a separate tab for **Bill Pay - Adjust**. Click *VOID* to remove this check.

Note: If the check was sent to the vendor then the Bill-New, and Bill-Adjust should not be adjusted to zero. When the vendor issues you a credit or a refund, the general ledger would be corrected then.