

How Do You Correct Invoices Vouched and Order Costed against the Wrong Vendor?

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1. In Vouching/Adjustments/Auto Vouching (use Shift-F9 in Profitmaker for help in finding this option), enter the vendor number that was incorrectly used at vouching time and the original invoice number. Click Edit.
2. Tab to the Adj amtfield and enter the full invoice amount to be adjusted. On the distributions tab highlight order costing, add an order and enter the order number that was vouched. If the invoice balance is positive, input your adjustment as a negative number. If the balance is negative, the adjustment amount would be positive.
3. In the *Distributions tab*, use the same general ledger accounts, amounts and distribution method used in the original vouching run. Click Save.
4. Vouch the invoice using the correct vendor number and order costing distribution.