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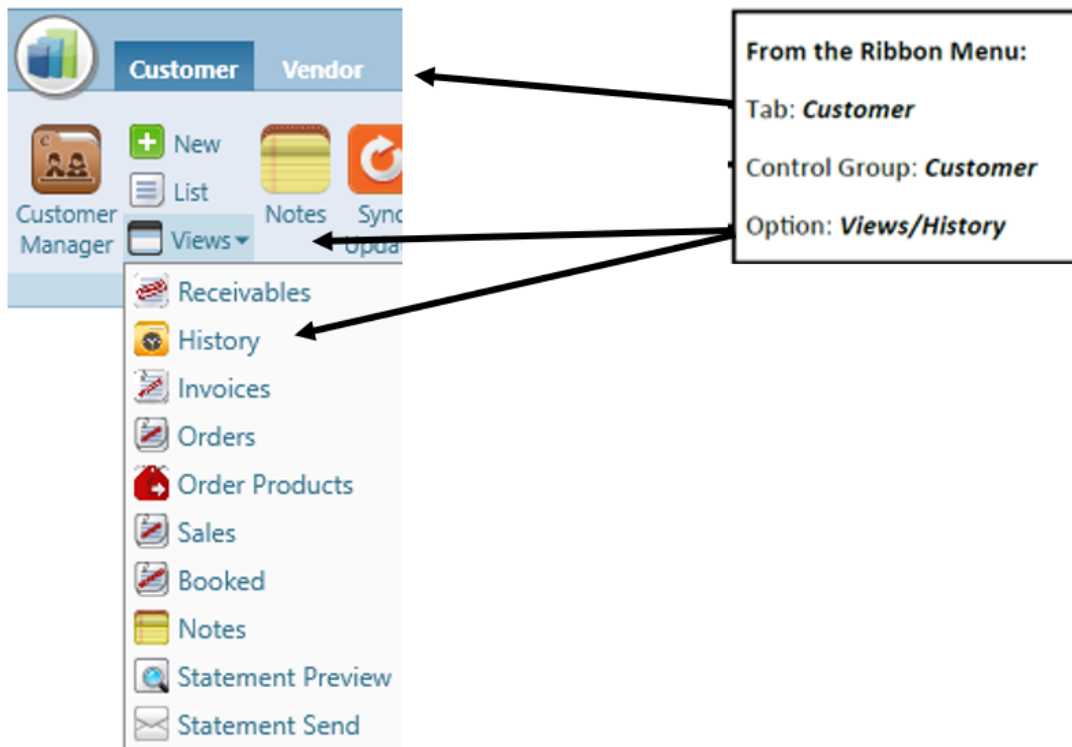
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How Do You Correct Wrong Check Amount Entered?

Tammy Mason - 2022-07-18 - in Customers

How Do You Correct Wrong Check Amount Entered?

Short answer: Correct the Receipts-New entry in customer history.



Select Customer from this list. Click on the **Receipts-New** link for the deposit needing correcting. A new tab will open labeled **Receipts Adjust**. Correct the amount of the check and click **Process**.

NOTE: If you have already done the Receipts-Allocate and/or Receipts-Deposit for this check, the difference will be waiting for you to Allocate/Deposit.

The image shows a screenshot of a table displaying transaction history. The table has columns for Source, Consolidated, Post Date, Amount, Reference Amount, Invoice, Receipt Reference, and Order. The 'Receipts-New' row is highlighted, and an arrow points to it from the left. The table data is as follows:

Source	Consolidated	Post Date	Amount	Reference Amount	Invoice	Receipt Reference	Order
Receipts-Allocate	<input type="checkbox"/>	11/05/2018	\$0.00	(\$175.00)	10007		483
Receipts-New	<input type="checkbox"/>	11/05/2018	(\$175.00)	\$0.00		52455	
Order-Invoiced	<input type="checkbox"/>	11/05/2018	\$295.80	\$0.00	10007		483

