

How Do You Record a Advance Returned from a Vendor?

Tammy Mason - 2017-09-18 - in Customer

How Do You Record a Advance Returned from a Vendor?

1. In Cash Receipts (use Shift-F9 in Profitmaker for help in finding this option), Click the Non-cust ckbutton.
2. Click the Addbutton.
3. Enter in the check number and amount of the check. Use general ledger account number 238, Suspense Account.

Note: *If the vendor returned the original check, void the check (use Shift-F9 in Profitmaker for help in finding this option).*

4. In vouching, vouch the vendor advance using non-order distribution and the Suspense Account. (see How do I Vouch a Vendor Advance)