A/P CORRECTIONS & ADJUSTMENTS

Here are some tips on handling some of those occasional Accounts Payable issues that have you scratching your head.

I just entered a single check and realized I need to change something.   What do I need to do?

If you have not yet closed the Single Check Journal, you can go back to the Enter/Print Single Check function and enter the vendor and invoice. Your previous data will be displayed.   You can change anything that is not in a yellow box.   Then you can reprint the check if you need to and save your changes.   If you are having to reprint the check, be sure to adjust the check number to use the number on the new form.

If you have already closed the Single Check Journal, you will need to void the check.   You can choose the option to put the invoices back on the open invoice file.   Then, reenter the Single Check data.

Can I use the Single Check option when I need to put more than one invoice on the check?

Yes, you can.   Just enter the vendor, invoice, etc. for each one.   Enter the same check number on each screen but do not check the "Print Check?" box until the **LAST** invoice.   At that point, you can print the check and all the invoices you just entered will be included.

Some of my checks are posted with the wrong check number assigned.   The actual checks were OK and I don't need to change anything else on the checks.   Do I have to void and reenter them? Please say "No"!!!!

No, you don't have to void and reenter them if the only thing wrong is the check number.   There is a special function on the menu that lets you change the check number. Go to

      Accounts Payable
         Miscellaneous functions
            Change check number on an A/P check

You will be prompted for the old check number, the check date and payee, and the new check number and the data on file under the old check number will be moved to the new check number.

I have a debit and an offsetting credit on the open A/P invoice file.   I don't expect to write this vendor a check any time soon. How do I clear it?

Go to "Enter/Print Single Check" and enter one of the invoices.   For check number, use something obviously fake like "999999" or "888888".   Then, enter the second invoice and use the same check number.   Both invoices will be marked as paid and transferred to A/P history.   You do not need to print anything although you could print a "check" on plain paper for your records if you wish.

I want to pay my vendor with a credit card.   But if I record the invoice under the credit card vendor, I lose my history for my merchandise vendor.   And, I need to get the vendor's invoice off his open invoice list.   How should I handle this?

Go to

Accounts Payable
      Pay Invoice through 3rd party

This function prompts you to enter the vendor you want to pay and your credit card vendor.   You indicate what invoices you want to pay on the credit card at this time.   The check number will be "TRNSFR"   Then the merchandise vendor's invoices are marked as paid and transferred to history. A new invoice is set up on credit card vendor's list of open invoices.

This lets you keep all your history under the merchandise vendor.   It also makes reconciling your credit card statement much easier.

For those of you already using this function, there is a major redesign in progress that will improve the functionality of this option.   More details in next month's newsletter.

I love the "vouch detail to order" function but I get confused on how to do the vouching when I have to enter credits or returns.   How should I do that?

The main thing to remember to keep this straight are these 2 "rules":

1)   The quantity you put in the "Quantity to vouch" column will be **ADDED** to the "quantity vouched" field on the order.

2)   The quantity you put in the "Quantity left to vouch on another invoice" will **REPLACE** the "quantity unvouched" field on the order.

Suppose you have an order with 3 lines.   The first line is for 9 purple shirts, the second line is for 12 gold shirts, and the third line is for an XXL gold shirt.

The first vendor invoice you receive is for the 9 purple shirts.   The gold shirts are being shipped from a different warehouse and are going to appear on a different vendor's invoice.

The vouching detail screen is shown below.   You would enter "9" as the quantity vouched on the first line with zero left.   For the gold shirts you enter zero vouched and the original quantity would still be placed in the quantity unvouched.

Vouch against order detail

Vendor Number: 770401   SANMAR
Invoice number: 102710
Order number: 710722   Drop ship order   *Put everything on B/O*

Item number	Description	Quantity to vouch	Quantity left to vouch on another invoice	Unit cost	Extended cost
054X	Polo shirt Color: Purple	9		10.0000	90.00
054X	Polo shirt Color: Gold		12	10.0000	
054X	Polo shirt Color: Gold		1	11.0000	
	Shipping				
Additional line items not on the original order					

Suppose the second shipment was 10 of the gold shirts plus the XXL one.   The remaining two gold shirts are backordered.   Your vouching detail would look like this.

Vouch against order detail

Vendor Number: 770401   SANMAR
Invoice number: 102710A
Order number: 710722   Drop ship order

Put everything on B/O

Item number	Description	Quantity to vouch	Quantity left to vouch on another invoice	Unit cost	Extended cost
054X	Polo shirt Color: Purple			10.0000	
054X	Polo shirt Color: Gold	10	2	10.0000	100.00
054X	Polo shirt Color: Gold	1		11.0000	11.00
	Shipping				
Additional line items not on the original order					

You would leave both quantities blank on the first line because you do not need to make any changes on that line.   Enter "10" as the quantity vouched and "2" in the quantity left to vouch on the second line.   If the 2 remaining shirts are not backordered but are just not going to be shipped, you would still enter "10" as the quantity vouched but in that case you will clear the quantity left to vouch to zero.   The third line would have "1" vouched and no remaining.

Now, suppose something was wrong with the XXL shirt and it had to be returned.   You will be entering a credit invoice.   The initial display of the vouching detail will be as follows.

Vouch against order detail

Vendor Number: 770401   SANMAR
Invoice number: 102710CR
Order number: 710722   Drop ship order

Put everything on B/O

Item number	Description	Quantity to vouch	Quantity left to vouch on another invoice	Unit cost	Extended cost
054X	Polo shirt Color: Purple			10.0000	
054X	Polo shirt Color: Gold	2		10.0000	20.00
054X	Polo shirt Color: Gold			11.0000	
	Shipping				
Additional line items not on the original order					

Remember that the third line of the order would show 1 vouched, zero unvouched at this point.   We want to change the 1 vouched back to zero vouched and change the zero unvouched to 1 left to vouch.   Also, the 2 backordered items for the second line are not affected by this particular invoice so we will need to adjust those figures.

Below is the detail that should be entered:

Vouch against order detail

Vendor Number:	770401	SANMAR
Invoice number:	102710CR	
Order number:	710722	Drop ship order

Put everything on B/O

Item number	Description	Quantity to vouch	Quantity left to vouch on another invoice	Unit cost	Extended cost
054X	Polo shirt Color: Purple			10.0000	
054X	Polo shirt Color: Gold		2	10.0000	
054X	Polo shirt Color: Gold	-1	1	11.0000	-11.00
	Shipping				
Additional line items not on the original order					

The first line will not need to be changed.

The second line will need to have the "quantity to vouch" cleared and moved to the "quantity left to vouch".

On the third line, enter a negative 1 in the "quantity to vouch" column to indicate you want to reduce the quantity vouched on the order.   A negative 1 will be added to the positive 1 currently showing as the quantity vouched on the order to get a new quantity vouched of zero.   Then you want to set the line up to be vouched against later when the replacement shirt is sent.   So enter a positive 1 here.   The positive 1 in the "quantity left to vouch" will replace the "unvouched quantity" of zero on the order.

If you were returning the shirt but were not going to get a replacement, then you would still put the negative one in the "quantity to vouch" but you would want to clear the "quantity left to vouch" because you will not need to vouch anything else against this line.