ALTERING PAID INVOICES

SUMMARY

It seems quite often that we pay an invoice and then reconcile the payment before we realise the invoice had incorrect details. This could be the wrong expense account or possibly an incorrect GST code.

This article talks us through altering the invoice so it functions correctly within our G/L without having to 'un-reconcile' our bank rec.

In the following example, let's assume we have posted an invoice to the wrong expense account.

For this action to work, the reconciled payment Total (Incl. GST) cannot change

EXAMPLE

1. Open your payment. You will notice the existing line is a 'T' line (transaction line) which is linked to the original invoice.

2. Add in a detail line by clicking the 'Add' button. This will add in a detail line as a 'G' line (General Ledger line). Use the 'Item' lookup to link an expense account to the detail line; any expense account will do as this will become a temporary line. Make the Total of detail line match that of the existing 'T' line.

3. Delete the 'T' line (which is the link between the payment and the invoice) and save and close the payment. Click yes to the message about making changes to a reconciled payment. Leave the Payment Summary open.

4. Click the 'Invoices' button in the menu and filter for your invoice. It will now appear in a fully authorised state. Open the invoice. The invoice is now in an 'unpaid' status and just about any detail of it can be altered. Remember the Total must remain the same figure.

5. Alter the invoice and Save and Close. Close the invoice summary.

6. The payment summary should now be displayed with your original payment highlighted. Open the payment and highlight the Authorised Invoice in the small box at the top of the payment screen. Click the 'Remit' button to bring the invoice into the payment.

7. Delete the 'G' line we added earlier then save and close the payment