

Amending Invoice Distributions

Once you have completed and printed your sales invoice, there is very little that can be amended. One aspect that can be changed at **any time** on the invoice is the **revenue** account code. For example, you may have entered the incorrect cost centre or source of funds code when the invoice was originally raised and now need to correct it. Follow the steps outlined below to amend a revenue line on a sales invoice.

Navigate: Transaction → Transactions Summary

- 1. Press F11 on your keyboard. The first line on the form should turn blue.
- 2. Enter the invoice number in the **Number** field.
- 3. Press Ctrl+F11 to find the invoice. The invoice details should appear.
- 4. Navigate to the Tools menu and select Distributions.

Eile Edit ⊻iew Folder	Tools Reports Actions	<u>W</u> indow <u>H</u> elp				
(🛤 💊 🔕 I 冷 🍖	Exchange Rate	1) 🖉 🛃 🕼 🌒 🖉 🔯 1 ?				
Transactions Summa	Create Accounting	3P) - A&C BLACK PUBLISHERS LTD, 791949				
	View Accounting					
	Distributions					
Source	Baļances	nit	Legal Entity Name	Number	Bill To Customer	
Manual Invoice	Ereight	Jniversity	Cambridge University	791949	A&C BLACK PUBLISHERS	
	🔲 Show Closed Invoices					
	Li <u>n</u> e Items					
	Oyerview					
	Sales Credits					
	Ţax					
	About AR					

5. Click into the **Revenue** line. Use the list of values or simply overtype to correct the account code. Never change either the Receivable or Tax lines.

🗢 Distribution	ns (Cambridge	e University)				
Accounts	For All Lines					5
Trans Line	Detail Line	Class	GL Account	Amend the	%	Distribution Amount []
		Receivable	U.00.0000.0000.UBAA.0000	revenue line as	100.0000	120.00
1		Revenue	U.AG.AGBE.GAAA.LKQC.0000	07-JAN-2014	100.0000	100.00
1	1	Тах	U.00.0000.0000.VCCA.0000	07-JAN-2014	100.0000	20.00

- 6. Save your work.
- 7. Once the correction has been made and saved, a negative line is generated to the original code and a new positive line is created for the correct account.

Note: A negative line will only display if the sales transactions has been accounted for in CUFS. Therefore if you are making a change to the account code on the day the invoice was raised it may not generate a negative line and simply remain as an overtyped line.

8. The amendment is complete and the distribution screen can be closed.

Amendments to revenue lines will be posted into the general ledger overnight; therefore you will be able to view the corresponding accounting entries the following day.