



## 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**.



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.

Trans Line	Detail Line	Class	GL Account	%	Distribution Amount
		Receivable	U.00.0000.0000.UBAA.0000	100.0000	120.00
1		Revenue	U.AG.AGBE.GAAA.LKQC.0000	100.0000	100.00
1	1	Tax	U.00.0000.0000.VCCA.0000	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.**