

## To Correct an Accounts Receivable Posted in Error

From the Main Menu select the following options:

- #8 Daily Activities
- #2 Accounts Receivables
- #2 Work with Cash Receipts

F1 Enter Miscellaneous Entry

- Enter customer #
- Enter Invoice # that was edited in error
- Enter Amount paid - Always use reverse amount of what was posted/edited in error.
- Enter to update record
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ENTER MANUAL ENTRIES (CREATE CREDIT INVOICE/MISC. CASH RECEIPT)
Use This Section To Create A Credit Invoice For A Customer
Batch Number-----:          000
Customer Number---: .....
Invoice Number---: ..... Note: Leave Invoice Number Blank To
Amount Paid-----: ..... Create A Credit Invoice.

Use This Section For Miscellaneous Income (i.e. Bad Check Recovery etc.)
Check Number-----: .....
Misc. Account----: .....
Misc. Amount-----: ..... Note: Bad Debt Recovery Account - 90400
Misc. Description: ..... Bad Check Recovery Account- 90450
Note: If You Are Making Up A Bad Check
The Check Number And First 5
Date-----: 8/11/03 Digits Of The Misc. Desc. Must
Match The Check Number And The
Alpha Code In The Bad Check File.
No A/R Invoice will be generated
from entries in this section. Note: You Cannot Have Both An Amount
Paid And A Misc Amount Unless
You Are Entering A Bad Debt
Payment.
ENTER TO ADD RECORD (+)
F5 - RETURN TO FIRST SCREEN
F7 - EDIT ENTRIES
F10 - VIEW BAD CHECKS
F15 - VIEW LEDGER ACCOUNTS
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F7 Edit Entries

If you need additional information, please contact South Point Systems at 256-593-1337.