

Switch Business Systems

How to do I clear an open voucher amount using Retriever?

There are three sections to a voucher and they must be equal for the voucher to be complete and closed with a 0.00 open amount. In other words the total value of the voucher must equal the vendor invoice amount, the payment amount must then be for the invoice amount.

1 The header section contains the **invoice amount**.

2 The 'G/L Distribution' section contains the quantity and amount information from the purchase order based on receiving. The **Extended Amount** is the amount that company expects to pay on a line-by-line basis. This may not be equal to the invoice amount due to currency conversion, etc. and needs to be adjusted accordingly.

To make the voucher balance (invoice amount = total extended amount) an extra line is to be added as follows:

Description = whatever you require it to be, quantity = 1 and the amount = the difference between the invoice amount and the total distribution. (Example – Invoiced amount of \$100.00 with a distribution of \$101.33 will require an entry of -1.33).

3 Payment Info holds the paid and unpaid amounts for the invoice.

If you are adjusting a voucher that has been paid there will be an entry in the 'Payment Info' section, in the example above there would be an amount of 1.33 in the Pay Amt field. This line must be deleted so that all three sections, Header, 'G/L Distribution' and 'Payment Info' are equal.

In summary when entering the voucher put the actual invoice amount in. Go to the G/L distribution section and add a line using the standard procedure. Save the information and all should be in balance. When making the payment using the check procedure the voucher will be closed accordingly.