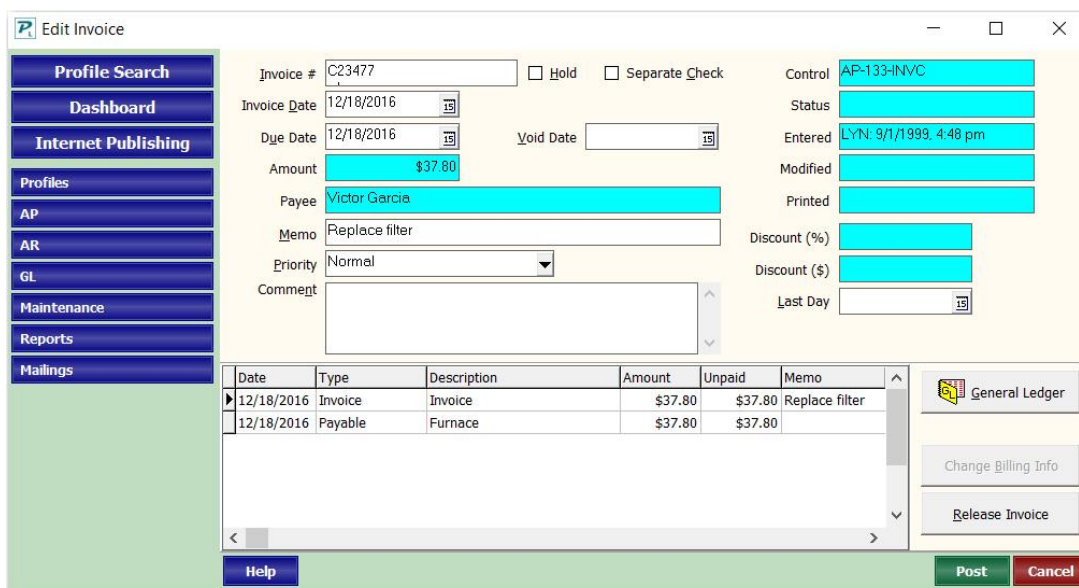


## Overview

If an invoice is posted to the wrong ledger (owner, unit or property), or using the wrong bill code, follow the steps below.

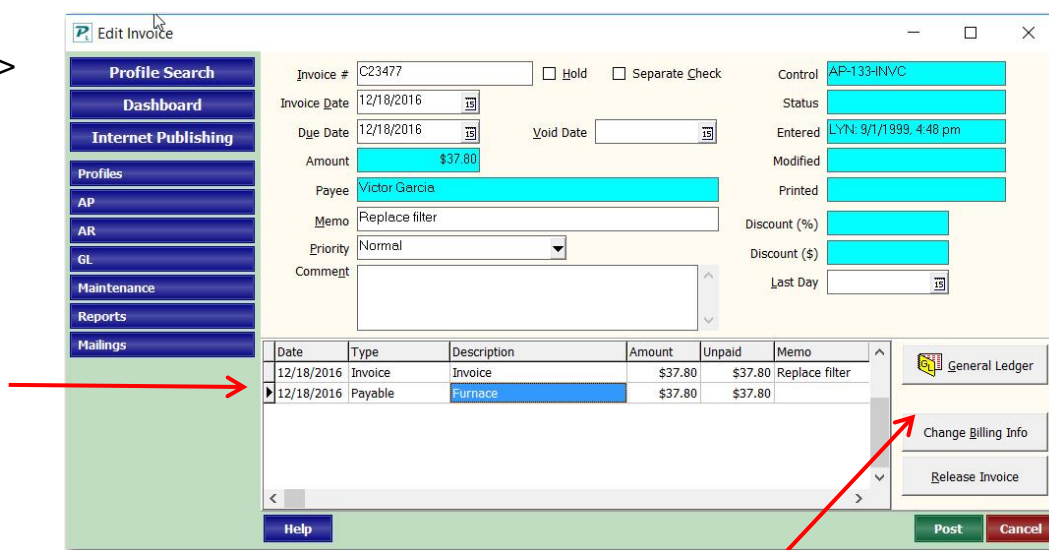
1. Go into Invoice History and use the <Filter> button to find the invoice.
2. With the invoice highlighted, click on <Edit>.



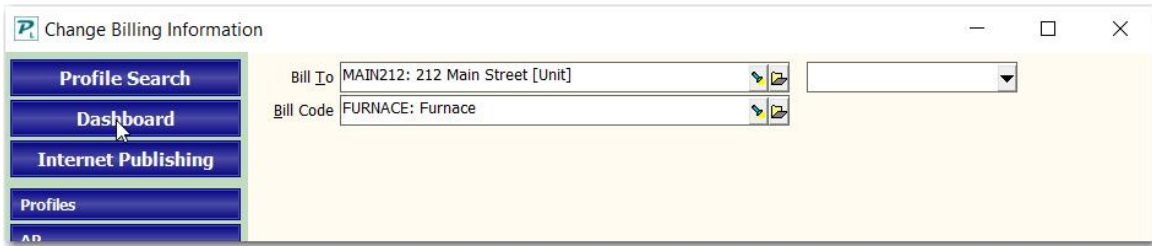
Date	Type	Description	Amount	Unpaid	Memo
12/18/2016	Invoice	Invoice	\$37.80	\$37.80	Replace filter
12/18/2016	Payable	Furnace	\$37.80	\$37.80	

3. Find the line item that is wrong and highlight it.

4. On the right, a <Change Billing Info> button will display. Click on it.



5. That will bring up a screen that allows you to change the Bill To and/or the Bill Code. Then <Post>.



The invoice and the check will be changed.

### **Owner Statement Considerations**

If the owner has gotten a statement with the incorrect transaction, following the procedure above will result in a difference between last month's closing statement balance and this month's opening statement balance, when the "Bill to" is changed to a different ledger. Whenever this is the situation, we suggest your enter a note to append to each owner's next statement explaining the circumstances.

### **Ledger Balance Considerations**

If, as a result of the correction, the ledger balance drops below \$0, you should do whatever is required by your state regulating agency.