How To Update the Job Number on a Paid Vendor Bill

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Question:

Once payment is made to a Vendor Bill, is there a way to change the job number for costing?

Resolution:

Once a payment has been made, it will lock the bill down so that it cannot be deleted or edited.

The best way to resolve this would be to create a Manual Journal Entry.

The Journal Entry would be to the same cost accounts that the bill hit.

The Credit side of the Journal Entry would need to include the job that was hit, while the Debit side of the Journal Entry would have the job that SHOULD have been on the bill.