

## **How would I correct AP in the wrong currency in the wrong AP control accounts?**

1. First, you will need to create the new vendor and make sure that the new vendor has the correct currency, customer payment agent and AP control account assigned in the payment information window.
2. Next you will need to complete the following steps in the general journal:
  - A. Create a new journal for the correct company and period
  - B. Make sure that the entry dates are correct for the entry
3. Ensure that there is a separate line in the journal for each invoice. Complete the following :
  - A. Fill in the description field referencing the invoice number and or a description of your choice
  - B. Do an P entry DR with the account number being the INCORRECT VENDOR using the original incorrect currency (make sure you see a (\$) in the Amount currency field and select the currency (CAD, USD, GBP, etc.) Make sure that the Enterprise currency is correct (make sure that the amount being CR is the same as the original amount, this means that you need to check entry date as a double check to ensure that the system is using the correct exchange rate). Fill in the Recon. Inv. Number with the invoice number.
  - C. On the next line is a P entry CR to the new vendor using the correct currency.
  - D. Repeat steps 2 and 3 above to clean up AP
  - E. Double check the job that this vendor is assigned to make sure that the job has the correct vendor and currency. If not, create a new job and re-allocate the entries from the wrong job to the correct job.
  - F. If you do not use the Recon. Invoice No. field above, you can also reconcile the entries in the AP open entry rec window although it is easier to do it in the GL in one step.