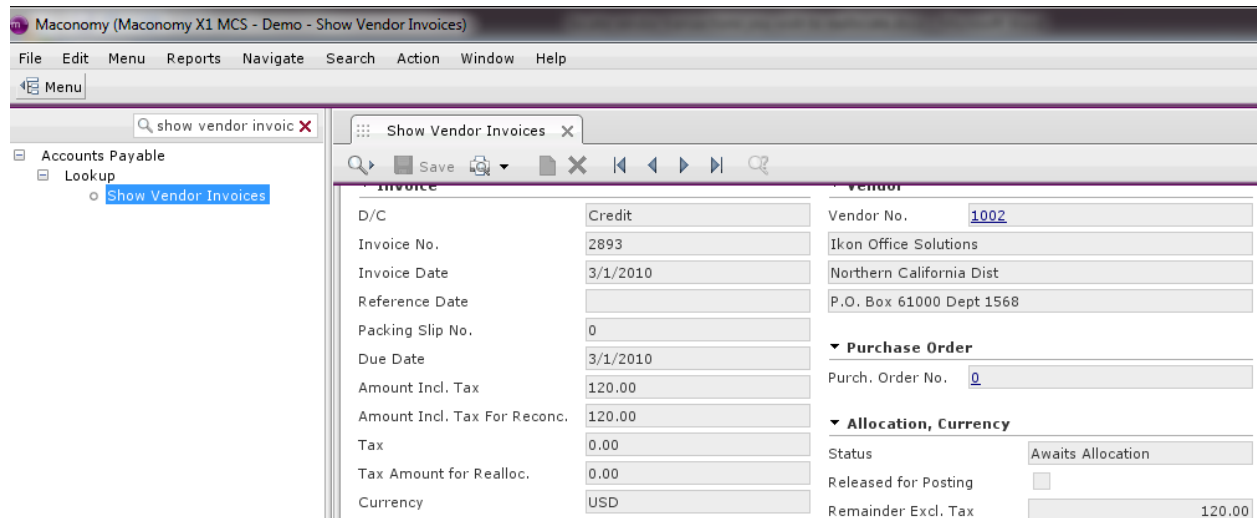


How to . . .

Remove Un-posted Journals

Purpose	To locate transactions to a vendor that you wish to reallocate.
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Go to the **Show Vendor Invoices Window**



Invoice		Vendor	
D/C	Credit	Vendor No.	1002
Invoice No.	2893	Vendor Name	Ikon Office Solutions
Invoice Date	3/1/2010	Address	Northern California Dist
Reference Date		Address	P.O. Box 61000 Dept 1568
Packing Slip No.	0		
Due Date	3/1/2010	Purchase Order	
Amount Incl. Tax	120.00	Purch. Order No.	0
Amount Incl. Tax For Reconc.	120.00	Allocation, Currency	
Tax	0.00	Status	Awaits Allocation
Tax Amount for Realloc.	0.00	Released for Posting	<input type="checkbox"/>
Currency	USD	Remainder Excl. Tax	120.00

In this window, search for the vendor who the invoice you are trying to reallocate belongs . . .

If you type the vendor number into the search field, it will show all invoices belonging to this vendor. Locate the correct one.

Be sure to note the transaction number so we can reference this in the Project Reallocation window.

On the right part of this window, you can see all detailed info related to the invoice you have selected in the search.

Maconomy (Maconomy X1 MCS - Demo - Show Vendor Invoices)

File Edit Menu Reports Navigate Search Action Window Help

Menu

Show Vendor Invoices x

Save Print Close

Do Search More

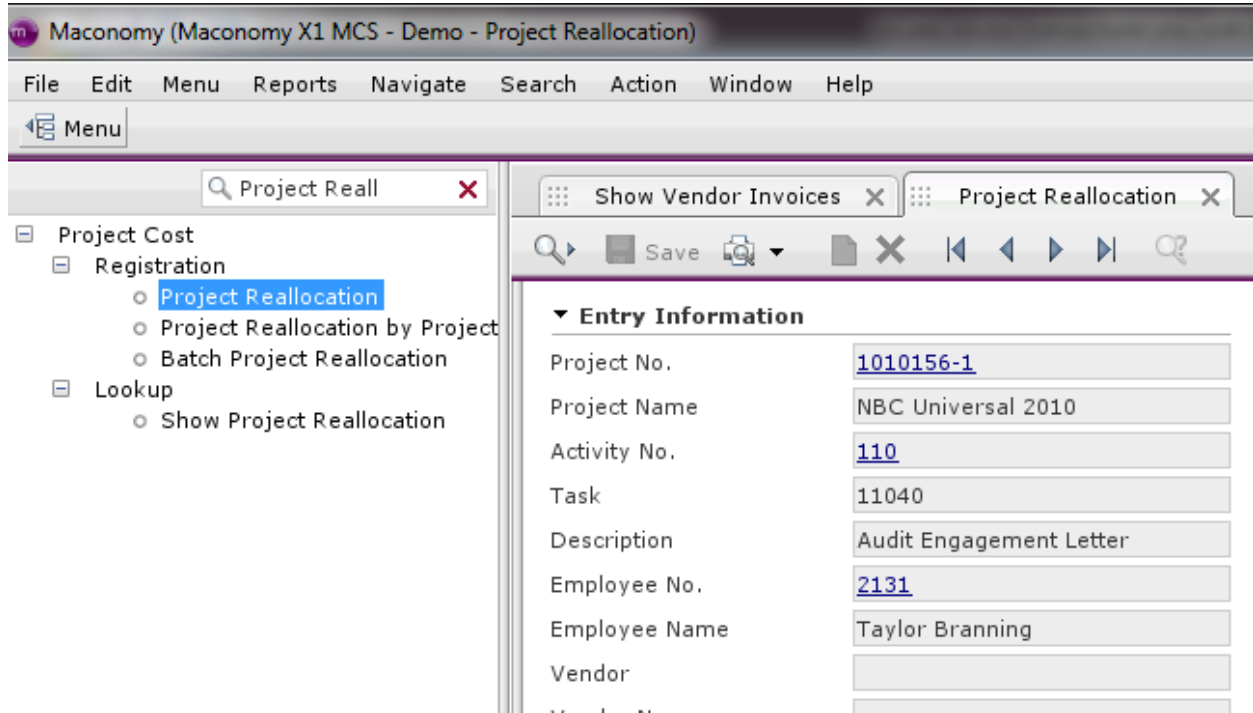
Remove filter 7 Vendor Invoice(s) shown where Vendor No. is 1002

	Vendor No.	Name	Trans. No.	Invoice No.	Entry
Criteria:	1002				
1	1002	Ikon Office Solutions	400001	2893	3/15/2010
2	1002	Ikon Office Solutions	101	2345	3/15/2010
3	1002	Ikon Office Solutions	10900000	09	3/15/2010
4	1002	Ikon Office Solutions	10400103	0398	3/15/2010
5	1002	Ikon Office Solutions	10720130	2134098	3/16/2010
6	1002	Ikon Office Solutions	10720157	CR754	3/17/2010
7	1002	Ikon Office Solutions	10720224	121232	3/24/2010

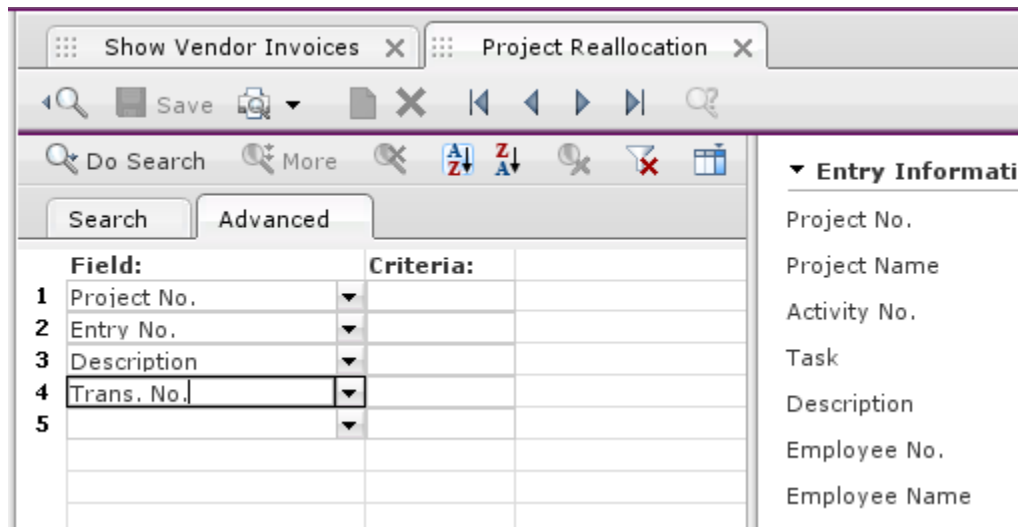
▼ Invoice

D/C	Credit
Invoice No.	2893
Invoice Date	3/1/2010
Reference Date	
Packing Slip No.	0
Due Date	3/1/2010
Amount Incl. Tax	120.00
Amount Incl. Tax For Reconc.	120.00
Tax	0.00
Tax Amount for Realloc.	0.00
Currency	USD
Cash Discount Date	
Possible Cash Discount %	

Navigate to **Menu > Project Cost > Registration > Job Reallocation**



In this screen, do a search. While in the search, click on the **Advanced** tab then locate and choose the field **Transaction No.**



In this field you can enter the transaction number you noted while in the **Show Vendor Invoices** window. The invoice you wish to reallocate should now appear and you can select it. Now you should follow the steps outlined in the **How To for Reallocating a project entry**.

The screenshot shows a software window titled "Project Reallocation" with a search interface on the left and a detailed view of "Entry Information" on the right.

Search Interface:

- Buttons: Search, Advanced
- Table with columns: Field, Criteria, or:

Field:	Criteria:	or:
1 Project No.		
2 Entry No.		
3 Description		
4 Trans. No.	10720130	
5		

Entry Information:

- Project No.: [1010156-1](#)
- Project Name: NBC Universal 2010
- Activity No.: [110](#)
- Task: 11040
- Description: Audit Engagement Letter
- Employee No.: [2131](#)
- Employee Name: Taylor Branning
- Vendor: [Empty]
- Vendor Name: [Empty]
- Vendor Invoice: [Empty]
- Item No.: [Empty]
- Description: [Empty]
- Remarks: [Empty]
- Daily Description: [Empty]