

W-10 and Other Reports with Mismatched Invoice Totals

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You may notice that the totals on the W-10 report are higher than the totals on the Invoices page.

Note: This article applies to home daycare providers who are subscribed to Accounting.

Scenario 1: You have an invoice that is dated for a previous year, but a payment was recorded in the current tax year.

If a payment was genuinely made in the current tax year, you must leave the payment applied to that invoice. If this was done by mistake, do the following:

1. Delete the payments.
2. Add the payments to the invoice again with the corrected date.