



How to correct Posting Errors

ALL04

How to correct Posting errors

Contents

Page	Details
2	General rule when amending a transaction
2	Amendment of nominal postings
3	Amendment of supplier's invoice details.
5	Can a transaction be deleted ?

How to correct Posting Errors

ALL04

How to correct posting errors

Posting errors will occur. This part of the Tutorial outlines what is allowed to be amended, and when some amendments are allowed. The facility to Edit a transaction can be disabled for general use, and only given to specified Users who will still have to input the Systems Administrator password. These security issues will be decided during the Systems Implementation stage.

1. General rule when amending a transaction.

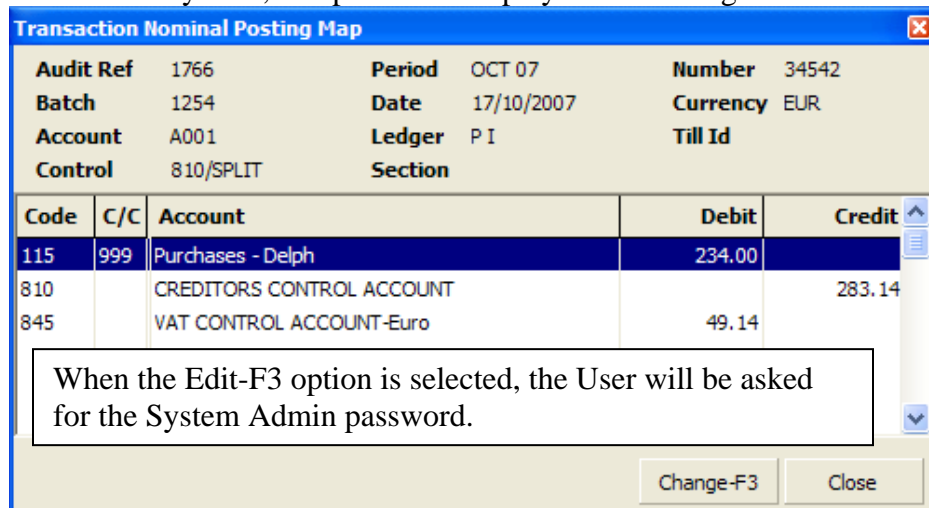
The current Period as displayed on the Toolbar must agree with the *Period Number of the transaction to be amended*. If not, the Period Control warning message will display and the User, if allowed, will have to use the Local Period Control facility to bring the current period in line with the transaction period. If the Period is Locked, the System Administrator will have to Unlock the Period if the transaction still warrants amendment.

Period Control is covered in detail in Tutorial ALL03. If you have not already read this tutorial, then please do so now – understanding Period Control is essential for any User entering / amending transactions.

2. Can the Nominal Postings be subsequently amended.

They can, **provided the Config5 Parameter “Allow nominal account change in posting map” is set to YES**. If set to NO, a message “this option has been disabled” will appear if an attempt is made to amend a posting.

To change the nominal posting of a transaction, highlight the relevant transaction in the Purchases Daybook, and press P to display the following Form:-



Audit Ref	Batch	Account	Control	Period	Date	Ledger	Section	Number	Currency	Till Id
1766	1254	A001	810/SPLIT	OCT 07	17/10/2007	P I		34542	EUR	

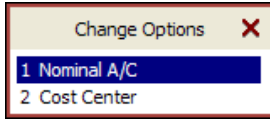
Code	C/C	Account	Debit	Credit
115	999	Purchases - Delph	234.00	
810		CREDITORS CONTROL ACCOUNT		283.14
845		VAT CONTROL ACCOUNT-Euro	49.14	

When the Edit-F3 option is selected, the User will be asked for the System Admin password.

Change-F3 Close

How to correct Posting Errors

ALL04



The User is then given the Option to either amend the Nominal A/C or if relevant, the Cost Centre

If the Nominal is chosen, the screen presents the



showing

If the Cost Centre is chosen, the screen presents the



showing

3. Can details on the supplier's invoice be amended?

Yes is the answer provided the User has the necessary security rights. Also, provided the invoice does NOT have a Payment or a Credit Note, allocated against it, the details can be amended. If an Allocation exists, then it must be un-allocated.

Un-Allocating a Payment.

In the Purchases Daybook, Payments Tab, locate and highlight the relevant payment, and press Enter to display the Payment Details screen, eg

How to correct Posting Errors

ALL04

INTACT Accounting - [2 - DEMO COMPANY LIMITED] - [Purchases Daybook]

File Company Sales Purchases Nominal Stock Job Costing Time Asset Register Service Credit Control Messaging Utilities eCommerce EDI Tasks Help Desk Plug-Ins Window Help

Customers Suppliers Nominal Products Daybooks Quick Entry Time My Reports Data Drill Contacts Mail Box Close

Invoices/Credit Notes Payments Journals/Opening Balances Repeat Transactions Supplier Accruals Debit Notes Sub Contractor Certs

£ \$ €

Date	Debit A/C	CC	Account	Amount	Job Code	Amount	Disc	Ent
31/05/2007						423.50		EUR
12/06/2007						355.00		EUR
✓ 20/06/2007						786.50		EUR
✓ 20/06/2007						1,573.00		EUR
✓ 20/06/2007						1,210.00		EUR
✓ 20/06/2007						1,160.00		GBP
✓ 30/06/2007						29.12		EUR
✓ 10/08/2007						1,800.00		GBP
✓ 08/10/2007						1,697.54		EUR
✓ 08/10/2007						1,036.30		EUR
✓ 08/10/2007						4,140.57		EUR
✓ 12/10/2007						2,320.00		GBP
✓ 12/10/2007						1,573.00		EUR
12/10/2007						3,500.00		EUR
23/10/2007						60,000.00		EUR
23/10/2007						99,000.00		EUR
23/10/2007						95,000.00		GBP
25/10/2007						12.00		EUR
25/10/2007						125.00		EUR
25/10/2007						200.00		EUR
30/10/2007						500.00		EUR
31/10/2007	9096		Samsung Fax Model 4455			605.00		EUR
14/11/2007	9095		test vat			121.00		EUR

Details

Job Code
Credit 770
Debit 810

Help-F1 Add-F2 Edit-F3 Find-F4 Sort-F5 Del-F6 Print-F7
Alloc-A View-CR Sel-SPC Payment Run-R Repeat-T Sub Cont-S Close-ESC

Sales : NOV 07 Purchases : OCT 07 Nominal : OCT 07 User : X Version : 1.811.17.2 - GERRY

start INTACT Accounting PL02-Supplier Invoice... EN 16:06

Pressing the Allocations option will display the allocation details – see next page.

How to correct Posting Errors

ALL04

View Payment Allocations

Supplier: ANDREW WATSON ,SONS
Date: 31/10/2007
Period: 10.07
Number: 9096
Rate: 1.000000
A/C Unallocated: 7407.36

Date	T	Number	Alt. Ref	Total	Discount	Allocated
25/10/2007	I	34547	gg456789	605.00	0.00	605.00

Original Amount: 605.00 EUR
Amount: 605.00 EUR
Unallocated: 0.00 EUR
Discount: 0.00 EUR
Exchange: 0.00 IRL

Help-F1 Clear-C Close-[ESC]

Confirmation

Clear all allocations against this item ?

Yes No

Select Clear-C to clear the allocation. Enter Y(es) to above prompt. Press ESC to exit.

To un-allocate a Credit Note, locate same in the Invoices/Credit Notes daybook and follow the same procedure as outlined above.

The invoice can now be amended. In the Daybook, Invoices/Credit Notes Tab, locate and highlight the invoice, and press the Edit-F3 option. This displays the original invoice entry screen, eg.

Purchases Invoice/Credit Note Details

(I)nv/(C)rn I **INVOICE**

Date: 25/10/2007
Period: 11.07
Number: 34547
Supplier: A001
Currency: EUR
Due Date: 30/11/2007
Notes: Invoice only recd on 19/11/2007
Purchases for J1000

Supplier Ref: gg456789
ANDREW WATSON & SONS
Euro

Euro	
Total Net	500.00
Settle Portion	0.00
Total VAT	105.00
Total Gross	605.00
Rate	1.00000000
EUR	605.00
EUR	605.00

Nom Code	CC	Account	Net Amount	V/C	Rsl	VAT Rate	VAT Amount
151	999	Job Purchases	500.00	1	Y	21.000	105.00

Job Code: >SPLIT< 500.00 105.00

Stock Items GRN Items Save Cancel

The following page shows the amendments done to the above transaction.

How to correct Posting Errors

ALL04

Purchases Invoice/Credit Note Details

INVOICE

(I)nv/(C)rn I

Date 29/10/2007

Period 11.07

Number 34599 Supplier Ref gg456789

Supplier A002 ALPINE DISTRIBUTORS

Currency EUR Euro

Due Date 30/11/2007

Notes illustrate that a trans can be amended

Total Net 1000.00

Settle Portion 0.00

Total VAT 210.00

Total Gross 1210.00

Rate 1.00000000

EUR 1210.00

EUR 1210.00

Nom Code	CC	Account	Net Amount	V/C	Rsl	VAT Rate	VAT Amount
151	999	Job Purchases	1000.00	1	Y	21.000	210.00

Job Code >SPLIT< 1000.00 210.00

Stock Items GRN Items Save Cancel

The Date, Number, amount, and even the Supplier Code have been amended. When SAVE is pressed, the following Audit Comment dialogue box must be completed:-

Audit Comment ORIGINAL ENTRY TOTALLY WRONG-RE-ENTERED

✓ ✗

After entering the Comment and pressing Enter, the “new transaction” is saved.

Before any amended transaction can be “re-saved”, the User will be asked to enter an Audit Comment. The “Comment” should be a concise reason why the amendment was necessary. Failure to enter an Audit Comment will result in the amendment NOT being saved. When the Audit Comment is entered and the Enter key pressed, the original transaction is “deleted”, and a new transaction is created.

Note: the transaction is NOT deleted from the system as if it never existed - it is stored in a special area called the Audit File and can be viewed by Users with the permitted access rights.

This amendment facility means that Intact is a fairly “forgiving” system when genuine errors are made and need correction.

4. Can a transaction be deleted.

Yes is the answer provided the User has the necessary security rights to do so. Also, the rules for amending a transaction apply here, ie, no allocations against it, audit comment required, and audit file retention of the “deleted” transaction, etc.