

## APPENDICES

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## APPENDIX A — ERROR CORRECTION

### OVERVIEW

After a transaction is posted in *Microsoft Dynamics GP*, it cannot be edited or deleted. The reason that the software prohibits simply eliminating a posted transaction is to improve internal controls.

Error correction falls into two categories:

1. Void the original transaction and then record the original transaction correctly.
2. Record a transaction to reverse the effect of the original transaction and then record the original transaction correctly.

The first category is inconvenient, but not difficult. The second is more complex and often causes inexperienced users of *Microsoft Dynamics GP* considerable difficulty.

You will most likely use error correction only in Chapter 8. An option that you may find easier, especially for category 2 errors, is to request that *DynamicsCloud* technical support restore the Waren dataset for a \$10 fee. Contact [support@ynamicscloud.com](mailto:support@ynamicscloud.com) for instructions to start this process. An even better option is to avoid posting transactions that are in error by following the Reference book instructions carefully..

The appendix is designed to help you correct errors for the following posted transactions:

### CATEGORY 1

**Void the original transaction and then record the original transaction correctly.**

<u>Transaction or Other Activity</u>	<u>Appendix Page No.</u>
<a href="#">Collect an outstanding account receivable</a>	<a href="#">A-10</a>
<a href="#">Write off an uncollectible account receivable</a>	<a href="#">A-11</a>
<a href="#">Receive a miscellaneous cash receipt</a>	<a href="#">A-12</a>
<a href="#">Prepare a purchase order</a>	<a href="#">A-13</a>
<a href="#">Pay a vendor's outstanding invoice</a>	<a href="#">A-16</a>
<a href="#">Purchase goods or services without a purchase order</a>	<a href="#">A-18</a>
<a href="#">Pay employees</a>	<a href="#">A-20</a>

### CATEGORY 2

**Record a transaction to reverse the effect of the original transaction and then record the original transaction correctly.**

<u>Transaction or Other Activity</u>	<u>Appendix Page No.</u>
<a href="#">Make a credit sale</a>	<a href="#">A-4</a>
<a href="#">Make a cash sale</a>	<a href="#">A-6</a>
<a href="#">Receive goods on a sales return</a>	<a href="#">A-8</a>
<a href="#">Receive goods from a purchase order</a>	<a href="#">A-14</a>
<a href="#">Prepare a general journal entry</a>	<a href="#">A-22</a>
<a href="#">Adjust perpetual inventory records</a>	<a href="#">A-23</a>



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## APPENDIX A — ERROR CORRECTION

### MAKE A CREDIT SALE

#### OVERVIEW

After a credit sale invoice is posted through the Sales Transaction Entry window, you cannot edit or delete the invoice. Error correction for credit sales is somewhat complex because accounts receivable and inventory perpetual records have already been permanently recorded, and because sales discounts may exist. There are three steps:

1. Eliminate the incorrectly recorded invoice by recording a sales return.
2. Apply the sales return transaction to the incorrectly recorded invoice.
3. Record the original invoice correctly.

#### 1. ELIMINATE THE INCORRECTLY RECORDED INVOICE BY RECORDING A SALES RETURN

▶ Follow steps A through U in the quick reference table of Reference material section, *Receive Goods on a Sales Return*, to record a sales return with the following modifications:

- ❑ In the Document No. box, type [REMOVE] and the invoice number you are eliminating. For example, to correct invoice #4536, type [REMOVE4536].
- ❑ Enter the date of the incorrectly recorded invoice in the Date box. Leave the PO Number box blank.
- ❑ Enter the same items and quantities that were entered on the incorrectly recorded invoice.
- ❑ The inventory items should be returned to On Hand status.
- ❑ When reviewing the general ledger account distributions, the accounts and amounts in the correcting transaction must exactly match those from the incorrectly recorded invoice. Therefore, you will have to change certain accounts and/or amounts. **Hint:** Prior to processing the transaction, use the Inquiry function to review the incorrect invoice to ensure you have the correct items, quantities, and accounts.

#### 2. APPLY THE SALES RETURN TRANSACTION TO THE INCORRECTLY RECORDED INVOICE

▶ Follow steps V through AC in the quick reference table of Reference material section, *Receive Goods on a Sales Return*, to apply the correcting sales return transaction to the incorrectly recorded invoice with the following modifications:

- ❑ Use the Document No. lookup button to select the correcting sales return.
- ❑ Enter the date of the incorrectly recorded invoice as the posting date.

- **Note:** *If a terms discount is available, the following steps must also be completed. Because Microsoft Dynamics GP does not reduce the amount of the discount available, you must change information in two boxes on the screen for the incorrectly recorded invoice.*
1. *Click the Show Details button.*
  2. *Delete the amount in the Terms Taken box for the incorrect invoice. The amount should be zero.*
  3. *Delete the amount in the Apply Amount box for the incorrect invoice and type the total invoice amount from the incorrect invoice. The amount should be the same as the amount in the Original Amount box in the top-right portion of the window.*

### 3. RECORD THE ORIGINAL INVOICE CORRECTLY

- ▶ *Refer to Reference material section, Make a Credit Sale, to record the credit sale invoice correctly. For the invoice number, use the original invoice number but type an [A] at the end of the number. This will permit you to record the remaining invoices in the project without the invoice numbers being out of sequence.*

## APPENDIX A – ERROR CORRECTION

### MAKE A CASH SALE

#### OVERVIEW

After a cash sale invoice is posted through the Sales Transaction Entry window, you cannot edit or delete the invoice. Error correction for cash sales is similar to error correction for credit sales, but there are only two steps:

1. Eliminate the incorrectly recorded cash sale invoice by recording a sales return.
2. Record the original cash sale invoice correctly.

#### 1. ELIMINATE THE INCORRECTLY RECORDED CASH SALE INVOICE BY RECORDING A SALES RETURN

▶ Follow steps A through U in the quick reference table of Reference material section, *Receive Goods on a Sales Return*, to record a sales return with the following modifications (do not complete steps V through AC for applying the sales return):

- ❑ In the Document No. box, type [REMOVE] and the cash sale invoice number you are eliminating. For example, to correct cash sale invoice #C-893, type [REMOVE C-893].
- ❑ Enter the date of the incorrectly recorded cash sale invoice in the Date box.
- ❑ Leave the PO Number box blank.
- ❑ Enter the same items and quantities that were entered on the incorrectly recorded cash sale invoice.
- ❑ The inventory items should be returned to On Hand status.
- ❑ Because payment was received on the date of the sale, you must reverse out the effects of the cash receipt portion of the transaction using the Amount Received box. Do the following:
  1. Type the invoice total amount in the Amount Received box. The Sales Payment Entry window will open.
  2. Click the Insert button in the Sales Payment Entry window. **Note:** The Payment Type default entry Cash is correct as is. Do not change it.
- ❑ When reviewing the general ledger account distributions, the accounts and amounts in the correcting transaction must exactly match those from the incorrectly recorded cash sale invoice. Therefore, you will have to change certain accounts and/or amounts (such as changing the sales returns account to the sales revenue account). **Hint:** Prior to processing the transaction, use the Inquiry function to review the incorrect invoice to ensure you have the correct items, quantities, and accounts.

## 2. RECORD THE ORIGINAL CASH SALE INVOICE CORRECTLY

- ▶ *Refer to Reference material section, Make a Cash Sale, to record the cash sale invoice correctly. For the invoice number, use the original cash sale invoice number but type an [A] at the end of the number. This will permit you to record the remaining cash sale invoices in the project without the document numbers being out of sequence.*

## APPENDIX A – ERROR CORRECTION RECEIVE GOODS ON A SALES RETURN

### OVERVIEW

After a sales return is posted through the Sales Transaction Entry window and applied to an outstanding invoice, you cannot edit or delete the transaction. Error correction for sales returns is similar to error correction for credit sale invoices, but is somewhat more complex because of applying sales returns to outstanding invoices. There are four steps:

1. “Unapply” the incorrectly recorded sales return from the customer’s original invoice.
2. Eliminate the incorrectly recorded sales return by recording a correcting invoice transaction.
3. Apply the incorrectly recorded sales return to the correcting invoice transaction prepared in step 2.
4. Record and apply the original sales return correctly.

### 1. “UNAPPLY” THE INCORRECTLY RECORDED SALES RETURN FROM THE CUSTOMER’S ORIGINAL INVOICE

Recall that each sales return transaction must be applied to an outstanding customer invoice. The incorrectly recorded sales return was already applied to a customer’s outstanding invoice even though it contained an error. Because the sales return has been corrected, you need to Unapply the incorrect sales return from the customer’s invoice before the corrected sales return can be applied.

- ▶ *Follow steps V through AC in the quick reference table of Reference material section, Receive Goods on a Sales Return, to Unapply the incorrectly recorded sales return from the customer’s original invoice. The instructions should be modified as follows:*
  - ❑ *Use the Document No. lookup button to select the incorrectly recorded sales return transaction.*
  - ❑ *Enter the date of the incorrectly recorded sales return as the posting date.*
  - ❑ *Instead of inserting a check mark in the check box next to the original invoice, you should remove the check mark to Unapply the incorrectly recorded sales return.*

### 2. ELIMINATE THE INCORRECTLY RECORDED SALES RETURN BY RECORDING A CORRECTING INVOICE TRANSACTION

- ▶ *Refer to Reference material section, Make a Credit Sale, to record an invoice with the following modifications:*
  - ❑ *In the Document No. box, type [REMOVE] and the sales return document number you are eliminating. For example, to remove the effects of sales return #5200, type [REMOVE5200].*
  - ❑ *Enter the date of the incorrectly recorded sales return in the Date box. Leave the PO Number box blank.*



- ❑ Enter the same items and quantities that were entered on the incorrectly recorded sales return.
- ❑ When reviewing the general ledger account distributions, the accounts and amounts in the correcting transaction must exactly match those from the incorrectly recorded sales return. Therefore, you will have to change certain accounts and/or amounts (such as changing the sales revenue account to the sales returns account). The inventory and cost of goods sold do not show in this window. Do not be concerned because they will post automatically after you finish this window and post the transaction. **Hint:** Prior to recording the correcting entry, use the Inquiry function to determine the posting accounts and amounts from the incorrect sales return transaction.

### 3. APPLY THE INCORRECTLY RECORDED SALES RETURN TO THE CORRECTING INVOICE TRANSACTION PREPARED IN STEP 2

In order to keep the correcting invoice transaction prepared in step 2 from showing as an outstanding customer invoice in *Microsoft Dynamics GP*, you need to apply the incorrectly recorded sales return transaction to it. The two transactions will cancel each other out, but a transaction trail remains.

- ▶ Follow steps V through AC in the quick reference table of Reference material section, *Receive Goods on a Sales Return*, to apply the incorrectly recorded sales return to the correcting invoice transaction prepared in step 2. The instructions should be modified as follows:
  - ❑ Use the Document No. lookup button to select the incorrectly recorded sales return.
  - ❑ Enter the date of the incorrectly recorded sales return as the posting date.
  - ❑ Apply the incorrectly recorded sales return to the correcting invoice transaction.
  - ❑ **Note:** If a terms discount is available, the following steps must also be completed. Because *Microsoft Dynamics GP* does not reduce the amount of the discount available, you must change information in two boxes on the screen for the correcting invoice transaction (the REMOVE transaction).
    1. Click the Show Details button and delete the amount in the Terms Taken box for the REMOVE transaction. The amount should be zero.
    2. Delete the amount in the Apply Amount box for the REMOVE transaction and type the total sales return amount in the Apply Amount box. The amount should be the same as the amount in the Original Amount box in the top-right portion of the window.

### 4. RECORD AND APPLY THE ORIGINAL SALES RETURN CORRECTLY

- ▶ Refer to Reference material section, *Receive Goods on a Sales Return*, to record the sales return correctly and apply the corrected transaction to the customer's original invoice. For the Document No. box, use the original sales return document number but type an [A] at the end of the number. This will permit you to record the remaining sales returns in the project without the document numbers being out of sequence.

## APPENDIX A – ERROR CORRECTION

### COLLECT AN OUTSTANDING ACCOUNT RECEIVABLE

#### OVERVIEW

After an account receivable collection is posted through the Cash Receipts Entry window, you cannot edit or delete the transaction. Instead, you must complete the following steps:

1. Void the original account receivable collection using the Receivables Posted Transaction Maintenance window.
2. Record the original account receivable collection correctly.

#### 1. VOID THE ORIGINAL ACCOUNT RECEIVABLE COLLECTION USING THE RECEIVABLES POSTED TRANSACTION MAINTENANCE WINDOW

- ▶ *Click Sales → Transactions → Posted Transactions.*
- ▶ *Use the Customer ID lookup button to select the customer whose collection was recorded incorrectly.*
- ▶ *Select Payments in the Document Type box.*
- ▶ *Use the Number lookup button to select the payment number of the collection recorded incorrectly. Hint: When the Open Documents window opens, click the Show Details button to reveal all detail lines in the scrolling window.*
- ▶ *Review the Posting Date and change it if necessary. The posting date should match the date used in the original transaction.*
- ▶ *Review the window to make sure the proper transaction was selected. If not, reselect the transaction.*
- ▶ *Click the Void button to void the transaction.*

#### 2. RECORD THE ORIGINAL ACCOUNT RECEIVABLE COLLECTION CORRECTLY

- ▶ *Refer to the instructions of Reference material section, Collect an Outstanding Account Receivable, to record the account receivable collection correctly, but with the following modification.*

When entering the customer's check number, *Microsoft Dynamics GP* will not allow you to enter the same check number used in the transaction that was voided.

- ▶ *In the Check/Card Number box, type the customer's check number followed by an [A].*

## APPENDIX A – ERROR CORRECTION

### WRITE OFF AN UNCOLLECTIBLE ACCOUNT RECEIVABLE

#### OVERVIEW

After an account receivable write-off transaction is posted through the Receivables Transaction Entry window, you cannot edit or delete the transaction. Instead, you must complete the following steps:

1. Void the original account receivable write-off using the Receivables Posted Transaction Maintenance window.
2. Record the original account receivable write-off correctly.

#### 1. VOID THE ORIGINAL ACCOUNT RECEIVABLE WRITE-OFF USING THE RECEIVABLES POSTED TRANSACTION MAINTENANCE WINDOW

- ▶ *Click Sales → Transactions → Posted Transactions.*
- ▶ *Use the Customer ID lookup button to select the customer whose write-off transaction was recorded incorrectly.*
- ▶ *Select Credit Memo in the Document Type box.*
- ▶ *Use the Number lookup button to select the credit memo number used for the incorrectly recorded write-off transaction. Hint: When the Open Documents window opens, click the Show Details button to reveal the detail lines in the scrolling window.*
- ▶ *Review the Posting Date and change it if necessary. The posting date should match the date used in the original transaction.*
- ▶ *Review the window to make sure the proper transaction was selected. If not, reselect the transaction.*
- ▶ *Click the Void button to void the transaction.*

#### 2. RECORD THE ORIGINAL ACCOUNT RECEIVABLE WRITE-OFF CORRECTLY

- ▶ *Refer to the instructions of Reference material, Write Off an Uncollectible Account Receivable, to record the account receivable write-off correctly.*

## APPENDIX – ERROR CORRECTION

### RECEIVE A MISCELLANEOUS CASH RECEIPT

#### OVERVIEW

After a miscellaneous cash receipt transaction is posted through the Bank Transaction Entry window, you cannot edit or delete the transaction. Instead, you must complete the following three steps:

1. If a bank deposit was recorded for the miscellaneous cash receipt, void the bank deposit.
2. Void the original miscellaneous cash receipt transaction using the Bank Transaction Entry window.
3. Record the original miscellaneous cash receipt transaction correctly.

#### 1. IF A BANK DEPOSIT WAS RECORDED FOR THE MISCELLANEOUS CASH RECEIPT, VOID THE BANK DEPOSIT

If a bank deposit was recorded for the miscellaneous cash receipt, you must first void the bank deposit. If there was no bank deposit recorded, skip to step 2.

- ▶ Click *Financial* → *Transactions* → *Bank Deposits* to open the *Bank Deposit Entry* window.
- ▶ Select *Void* in the *Option* box.
- ▶ Select the *Checkbook ID* used in the original bank deposit entry.
- ▶ Use the *Deposit Number* lookup button to select the deposit for the incorrectly recorded miscellaneous cash receipt transaction.
- ▶ Click the *Void* button at the top of the window.

#### 2. VOID THE ORIGINAL MISCELLANEOUS CASH RECEIPT TRANSACTION USING THE BANK TRANSACTION ENTRY WINDOW

- ▶ Click *Financial* → *Transactions* → *Bank Transactions* to open the *Bank Transaction Entry* window.
- ▶ Select *Void Receipt* in the *Option* box.
- ▶ Select the *Checkbook ID* used for the incorrectly recorded transaction.
- ▶ Use the *Number* lookup button to select the incorrectly recorded miscellaneous cash receipt transaction.
- ▶ The *Transaction Date* should match the date of the incorrectly recorded transaction.
- ▶ Type a description in the *Description* box. An example description would be: [Void incorrect cash receipt].
- ▶ Click the *Void* button.

#### 3. RECORD THE ORIGINAL MISCELLANEOUS CASH RECEIPT TRANSACTION CORRECTLY

- ▶ Refer to the instructions of *Reference material, Receive a Miscellaneous Cash Receipt*, to record the miscellaneous cash receipt transaction correctly.

## APPENDIX A – ERROR CORRECTION

### PREPARE A PURCHASE ORDER

#### OVERVIEW

Correcting a purchase order is less complex than correcting a sales invoice entered in sales transaction entry because a purchase order is not yet permanently posted. To correct a purchase order that does not have goods received against it, follow these steps:

1. Select the purchase order.
2. Make the necessary corrections to the purchase order.
3. Save the purchase order.

Saved purchase orders that have no goods received against them can be edited using the Purchase Order Entry window. To correct a saved purchase order, complete the following steps:

- ▶ *If you are not already in the Purchase Order Entry window, click Purchasing → Transactions → Purchase Order Entry.*
- ▶ *Use the PO Number lookup button to select the purchase order being corrected. If the desired purchase order is not visible in the scrolling window, click the Redisplay button.*
- ▶ *Correct the purchase order information.*
- ▶ *Save the revised purchase order.*
- ▶ *Close the Purchase Order Entry window.*

**Note:** Alternatively, you can use the Void button at the top of the window to void the purchase order. After a purchase order is voided, you can then enter a new purchase order with the correct information. After a purchase order is voided, you cannot use the PO number from the original purchase order again. Therefore, it is recommended for this project that you edit the existing purchase order using the instructions above.

## APPENDIX A – ERROR CORRECTION RECEIVE GOODS FROM A PURCHASE ORDER

### OVERVIEW

After the receipt of goods from a purchase order is posted through the Receivings Transaction Entry window, you cannot edit or delete the transaction. Instead, you must complete the following steps:

1. Void the receipt of goods transaction using the Void Open Payables Transactions window.
2. Adjust the perpetual inventory records to reverse the effects of the incorrectly recorded receipt of goods transaction.
3. Record the originating purchase order again.
4. Record the original receipt of goods transaction correctly.

### 1. VOID THE RECEIPT OF GOODS TRANSACTION USING THE VOID OPEN PAYABLES TRANSACTIONS WINDOW

**Note:** If the original Receipt of Goods Transaction that you are voiding here was for only a partial shipment, you will be voiding only the invoice for the goods received. The goods not received yet remain open on the original purchase order. When they are received, they will likely have a different invoice. This receipt and invoice will be processed normally through the Receivings Transaction Entry Window using Reference material section, Receive Goods From a Purchase Order.

- ▶ Click *Purchasing* → *Transactions* → *Void Open Transactions* to open the *Void Open Payables Transactions* window.
- ▶ Use the *Vendor ID lookup* button to select the vendor from the incorrectly posted transaction.
- ▶ Locate the line in the scrolling window that contains the invoice number from the incorrectly posted transaction. Click the check box on the far right side of the line in the scrolling window to indicate that you want to void this transaction.
- ▶ Click the *Void* button at the top of the window.
- ▶ Close the *Void Open Payables Transactions* window.

### 2. ADJUST THE PERPETUAL INVENTORY RECORDS TO REVERSE THE EFFECTS OF THE INCORRECTLY RECORDED RECEIPT OF GOODS TRANSACTION

When *Microsoft Dynamics GP* voids an incorrectly recorded receipt of goods transaction, the program updates the vendor subsidiary record (and eventually the general ledger when the transaction is later posted to the general ledger), but not the perpetual inventory records. You must record an adjustment to the perpetual inventory records that reverses the effects of the incorrectly recorded transaction.

**Note:** When the transaction is voided in *Accounts Payable*, the inventory general ledger account has already been updated. In this error correction, make your debit and credit in the

inventory transaction to the same account (Inventory). The reason for this is that you do not want the general ledger to be updated. Only the subsidiary inventory records for the inventory quantity need to be updated.

Because the perpetual records were not updated when the invoice was voided, each item received and billed with the original invoice must be removed from the perpetual inventory records. You must record a decrease adjustment for each type of inventory item that equals the quantity received and billed on the original vendor invoice. For example, if 10 units of item #4502 were received and billed on an invoice that was subsequently voided, the perpetual inventory adjustment for item #4502 would be to decrease the quantity by 10. All inventory items from the voided invoice should be adjusted in one transaction.

- ▶ *Refer to Reference material section, Adjust Perpetual Inventory Records, to perform a perpetual inventory adjustment to remove the items “received” on the voided invoice from the perpetual records.*

### 3. RECORD THE ORIGINATING PURCHASE ORDER AGAIN

Recall that the incorrectly recorded receipt of goods transaction relates to a specific purchase order. After goods are received against a purchase order, the purchase order cannot be voided or changed. You must record the originating purchase order again.

- ▶ Refer to Reference material section, Prepare a Purchase Order, to record the originating purchase order with the following modifications:
  - ❑ *In the PO Number box, type the original purchase order number followed by an [A]. The program will not allow you to enter the same purchase order number twice.*
  - ❑ *If the error from the incorrectly recorded transaction goes all the way back to the originating purchase order, be sure to enter the correct information in the Purchase Entry window.*
  - ❑ *Enter the date of the original purchase order in the Date box.*

**Note:** If the Receipt of Goods from a Purchase Order that you are correcting here was for a partial shipment, remember that you only voided that part of the original purchase order that was received and recorded incorrectly. Thus, in recording the originating purchase order again, you will not include the items from the original purchase order that have not yet been received. They remain open on the original purchase order and can be recorded and applied against that purchase order when they are received.

### 4. RECORD THE ORIGINAL RECEIPT OF GOODS TRANSACTION CORRECTLY

The final step is to record the receipt of goods transaction correctly.

- ▶ *Refer to Reference material section, Receive Goods From a Purchase Order, to record the receipt of goods transaction correctly, with the following modifications.*
  - ❑ *In the Vendor Doc. No. box, type the vendor’s invoice number followed by an [A]. The program will not allow you to enter the same vendor invoice number twice.*
  - ❑ *The Date box should match the date of the original transaction.*

## APPENDIX A – ERROR CORRECTION

### PAY A VENDOR'S OUTSTANDING INVOICE

#### OVERVIEW

After a payment of a vendor's outstanding invoice is posted through the Payables Manual Payment Entry window, you cannot edit or delete the transaction. Instead, you must complete the following steps:

1. Void the original payment transaction using the Void Historical Payables Transactions window.
2. Record the original payment transaction correctly.

#### 1. VOID THE ORIGINAL PAYMENT TRANSACTION USING THE VOID HISTORICAL PAYABLES TRANSACTIONS WINDOW

- ▶ *Click Purchasing → Transactions → Void Historical Transactions to open the Void Historical Payables Transactions window.*
- ▶ *Locate the line in the scrolling window that contains the check number from the incorrectly posted payment. Click the check box on the far right side of the line in the scrolling window to indicate that you want to void this check number.*
- ▶ *Click the Void button at the top of the window.*
- ▶ *Close the Void Historical Payables Transactions window.*

#### 2. RECORD THE ORIGINAL PAYMENT TRANSACTION CORRECTLY

- ▶ *Refer to the instructions of Reference material, Pay a Vendor's Outstanding Invoice, to record the payment transaction correctly. For the Document (check) number, use the original check number but type an [A] at the end of the number. This will permit you to record the remaining checks in the project without the check numbers being out of sequence.*





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## APPENDIX A – ERROR CORRECTION PURCHASE GOODS OR SERVICES WITHOUT A PURCHASE ORDER

### OVERVIEW

After a purchase of goods or services without a purchase order transaction is posted through the Payables Transaction Entry window, you cannot edit or delete the transaction. Instead, you must complete the following steps:

1. Void the payment portion of the original transaction (if applicable).
2. Void the purchase portion of the original transaction.
3. Record the original transaction correctly.

### 1. VOID THE PAYMENT PORTION OF THE ORIGINAL TRANSACTION (IF APPLICABLE)

Recall that the Payables Transaction Entry window can be used to record both a vendor's invoice and the corresponding payment of that invoice on the same day. If the incorrectly recorded transaction had a corresponding payment on the same day, you need to void the payment portion of the transaction first (accounts payable debit and cash credit from the original transaction). To do this, complete the steps below. **If the incorrectly recorded transaction did not have a corresponding payment, skip to the next section (Void the Purchase Portion of the Original Transaction).**

- ▶ *Click Purchasing → Transactions → Void Historical Transactions to open the Void Historical Payables Transactions window.*
- ▶ *Locate the line in the scrolling window that contains the check number from the incorrectly posted transaction. Click the check box on the far right side of the line in the scrolling window to indicate that you want to void this check number.*
- ▶ *Click the Void button at the top of the window.*
- ▶ *Close the Void Historical Payables Transactions window.*

### 2. VOID THE PURCHASE PORTION OF THE ORIGINAL TRANSACTION

The next step is to void the purchase portion of the transaction (the accounts payable credit and expense/asset debit from the original transaction). Complete the following steps:

- ▶ *Click Purchasing → Transactions → Void Open Transactions to open the Void Open Payables Transactions window.*
- ▶ *Use the Vendor ID lookup button to select the vendor from the incorrectly recorded transaction.*

- ▶ *Locate the line in the scrolling window that contains the purchase transaction you want to void. Click the check box on the far right side of the line in the scrolling window to indicate that you want to void this purchase transaction.*
- ▶ *Click the Void button at the top of the window.*
- ▶ *Close the Void Open Payables Transactions window.*

### 3. RECORD THE ORIGINAL PURCHASE TRANSACTION CORRECTLY

- ▶ *Refer to the instructions of Reference material, Purchase Goods or Services Without a Purchase Order, to record the purchase transaction correctly. Modify the instructions as follows:*
  - *In the Document Number box, type the vendor's original invoice number, followed by an [A]. The software will not let you enter the same vendor's invoice number even though the previous transaction was voided.*
  - *In the Payables Check Entry window (for purchases with a corresponding payment only), use the original check number but type an [A] at the end of the number. This will permit you to record the remaining checks in the project without the check numbers being out of sequence.*

## APPENDIX A – ERROR CORRECTION PAY EMPLOYEES

### OVERVIEW

After a payroll transactions are posted through the windows shown in Reference material section, Pay Employees, you cannot edit or delete any of the underlying transactions. Instead, you must complete the following steps:

1. Void the original payroll checks that are in error using the Void Payroll Checks window.
2. Create a new Batch ID for the correcting transactions.
3. Record the original payroll transactions correctly.

### 1. VOID THE ORIGINAL PAYROLL CHECKS USING THE VOID PAYROLL CHECKS WINDOW

You can void payroll checks for a specific pay run using the Void Payroll Checks window.

- ▶ *Change the user date to the date of the payroll check(s) you are going to void.*
- ▶ *Click HR & Payroll → Transactions → Void Checks to open the Void Payroll Checks window.*
- ▶ *Select the Checkbook ID used for the original payroll checks.*
- ▶ *Click the Redisplay button in the right-middle portion of the window.*
- ▶ *Locate the lines in the scrolling window that contain the payroll check numbers that require voiding. Click the check box next to each check that must be voided.*
- ▶ *Review to ensure that the Check Date and Posting Date are the same as the date from the original payroll checks.*
- ▶ *Click the Process button at the bottom of the window.*
- ▶ *Click the Cancel button when the Print window opens.*

### 2. CREATE A NEW BATCH ID FOR THE CORRECTING TRANSACTIONS

You must create a Batch ID for the corrected payroll transactions you will be entering.

- ▶ *Click HR & Payroll → Transactions → Batches to access the Payroll Batch Entry window.*
- ▶ *Type a name for the batch you are creating in the Batch ID box. An example for a corrected November 30, 2017, pay run would be “NEW113017.”*
- ▶ *Select Computer Checks in the Origin box.*
- ▶ *Click the Save button and then close the Payroll Batch Entry window.*

### 3. RECORD THE ORIGINAL PAYROLL TRANSACTIONS CORRECTLY

- ▶ *Refer to the instructions of Reference material section, Pay Employees, to record the corrected payroll transactions. Modify the instructions as follows:*
  1. *For step B, select the Batch ID you created in step 2 for the correcting payroll transactions.*
  2. *For step V, you should enter a new starting check number.*

## APPENDIX A – ERROR CORRECTION

### PREPARE A GENERAL JOURNAL ENTRY

#### OVERVIEW

After a general journal entry is posted through the Transaction Entry window, it cannot be edited or deleted. To correct an error, complete the following steps:

1. Record another general journal entry that reverses the effects of the incorrectly recorded journal entry.
2. Record the general journal entry correctly.

#### 1. RECORD ANOTHER GENERAL JOURNAL ENTRY THAT REVERSES THE EFFECTS OF THE INCORRECTLY RECORDED JOURNAL ENTRY

- ▶ *Refer to the instructions of Reference material section, Prepare a General Journal Entry, to record a general journal entry that reverses the effects of the incorrectly recorded inventory adjustment. For example, if the Cash account was debited for \$1,400.00 in the incorrectly recorded journal entry, you need to credit the Cash account for \$1,400.00 in this entry.*

#### 2. RECORD THE GENERAL JOURNAL ENTRY CORRECTLY

- ▶ *Refer to the instructions of Reference material section, Prepare a General Journal Entry, to record the general journal entry correctly.*

## APPENDIX A – ERROR CORRECTION ADJUST PERPETUAL INVENTORY RECORDS

### OVERVIEW

After a transaction is posted to adjust perpetual inventory records through the Item Transaction Entry window, it cannot be edited or deleted. To correct an error, complete the following steps:

1. Record an adjustment to the perpetual records that reverses the effects of the incorrectly recorded inventory adjustment.
2. Record the inventory adjustment correctly.

### 1. RECORD AN ADJUSTMENT TO THE PERPETUAL RECORDS THAT REVERSES THE EFFECTS OF THE INCORRECTLY RECORDED INVENTORY ADJUSTMENT

- ▶ *Refer to the instructions of Reference material section, Adjust Perpetual Inventory Records, to record an adjustment to the perpetual inventory records that reverses the effects of the incorrectly recorded inventory adjustment. For example, if the quantity adjustment for an inventory item was +8 in the original adjustment transaction, type [-8] in the Quantity box for that item.*

### 2. RECORD THE INVENTORY ADJUSTMENT CORRECTLY

- ▶ *Refer to the instructions of Reference material section, Adjust Perpetual Inventory Records, to record the adjustment to the perpetual inventory records correctly.*



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## APPENDIX B – SMARTLIST GUIDANCE

### GUIDELINES FOR SELECTING FOLDERS AND COLUMNS

To obtain and analyze information for the assigned problems using SmartList, the following guidance is suggested:

1. Carefully read the problem to fully understand the information needs. Make sure you will be using SmartList to obtain the information before you use this appendix.
2. Decide the cycle you are dealing with and locate it in the next section called Specific Folder and Column Guidance.
3. Decide the folder within the cycle from the choices listed in the next section. All folders needed to complete the problems are included below each cycle heading. Consider the applicability of the first folder below each cycle heading before considering the next folder down. Guidance is provided for each folder.
4. After deciding and clicking on the folder, decide the columns based on the information needed to complete the problem. Use only one or more of the columns included below each folder heading. You can ignore all other columns in the folder window.

Additional hints to reduce processing and exporting time:

1. The number of transactions or other items in a window can often be greatly reduced by using Search to eliminate zero balances.
2. If more than 1,000 transactions or other items are indicated in the count box, there is no time cost to changing it to a large number, such as 50,000.
3. If more than 1,000 transactions or other items are indicated in the count box, it is usually convenient to finalize all columns and searches before clicking OK to include all items in the window.

## SPECIFIC FOLDER AND COLUMN GUIDANCE

### REVENUE CYCLE

**Customers folder.** Use this folder unless data for a period of time is needed.

Column	City
Column	Customer Balance (Balance receivable)
Column	Customer Name
Column	State
Column	Total Costs LYR (total cost last year)
Column	Total Costs YTD (total cost year-to-date)
Column	Total Discounts Taken LYR (total discounts taken last year)
Column	Total Discounts Taken YTD (total discounts taken year-to-date)
Column	Total Sales LYR (total sales last year)
Column	Total Sales YTD (total sales year-to-date)

**Sales Transactions folder.** Use this folder when data for a period of time is needed.

Column	Customer Name
Column	Document Amount
Column	Document Date
Column	SOP Type (type of sales transaction such as invoice or payment)
Column	State

### EXPENDITURES CYCLE

**Vendors folder.** Use this folder unless data for a period of time is needed.

Column	Amount Paid LYR (amount paid last year)
Column	Amount Paid YTD (amount paid year-to-date)
Column	City
Column	Current Balance
Column	State
Column	Vendor Name

**Payables Transactions folder.** Use this folder when data for a period of time is needed.

Column	Document Amount (total amount of the transactions)
Column	Document Date
Column	Document Type (type of transaction such as invoice, purchase order, or payment)
Column	Vendor ID
Column	Vendor Name

### PAYROLL CYCLE

**Employees folder.** Use this folder unless data for a period of time is needed.

Column	Birth Date
Column	Birth Month
Column	Employee ID
Column	First Name
Column	Last Name
Column	State

**Payroll Historical Transactions folder.** Use this folder when data for a period of time is needed.

**Note:** Special care is required for obtaining information about gross pay. The UPR TRX Amount column includes gross pay, but also withholdings, as positive numbers. To obtain gross pay, Search must limit The UPR TRX Amount column to Pay Codes by the use of the Payroll Record Type column.

Column	Check Date
Column	City
Column	First Name
Column	Last Name
Column	Payroll Code (such as Salary, Bonus, Commission)
Column	Payroll Record Type (such as Pay Codes [Gross Pay], State Taxes, and Benefits)
Column	State
Column	UPR TRX Amount (Gross Payroll and deductions, individually listed)

## INVENTORY

**Items folder.** Use this folder unless a period of time or inventory quantities on hand are needed.

Column	Current Cost (Unit cost)
Column	Item Description
Column	Item Number
Column	Item Type

**Item Quantities folder.** Use folder when units on hand are needed.

Column	Current Cost (Unit cost)
Column	Item Description
Column	Item Number
Column	Record Type
Column	QTY on Hand (Quantity on hand)

**Payables Transactions folder.** Use this folder when data for a period of time is needed.

Column	Current Trx Amount (total amount of the transactions)
Column	Document Date
Column	Document Type (type of transaction, such as invoice, purchase order, or payment)
Column	Vendor ID
Column	Vendor Name



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