



Tip of the Month – September 2002

Have you ever posted an Accounts Payable Voucher with incorrect distributions? Wasn't it annoying that you had to reclass the distribution with a journal entry? This month's tip demonstrates how you can enter a \$0 voucher and reclass the incorrect distributions, while maintaining a closer link between the initial transaction and the corrected transaction.

- Open the Payables Transaction Entry Window (Transactions-Purchasing-Transaction Entry)
- Enter the batch ID
- Enter the document date (should be the same date as the original transaction)
- Enter the document number (this number must be different from the original number so we would suggest using the original document number and adding an ADJ at the end)
- Enter the 0.00 in the purchases amount field
- Click on the distribution button
- Enter the correct debit posting account with a Type of 'PURCH'
- Enter the amount
- Enter the credit account (this would be the purchases account used on the original posting) with a Type of 'PURCH'
- Enter the amount
- Click 'OK'
- Save the document
- Print an edit list to check keying accuracy
- Post the batch

The General Ledger trial balance for these accounts will be updated for this transaction. The Payables Management module will have this transaction in the history table with no affect on the Accounts Payable Subsidiary Ledger.

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