

Financial Support Services Unit

## Amending Transactions in Sage 50

### GUIDE TO AMENDING TRANSACTIONS IN SAGE 50

#### Summary of steps – Stage 1

- 1. Check the bank activity screen and identify the transaction number which requires amending.
- 2. Select Transactions module on the navigation toolbar
- 3. Find and highlight the transaction
- 4. Select Edit button along the module toolbar

	File Edit View M	Modules Settin	ngs	Tools Fave	urites Webl	inks Help	
	Home	Ē	Ē	Ē	a T.		D
	Help centre	Audit trail Acc report a	ounts	Verification reports	View Edit	Unallocate Delete	Ext. Li
•	Suppliers	Filter		Find Sea	rch	0	0
		No 🔺	Туре	Account	Nominal	Dept	Deta
۲	Products and services	1	BR	1800	3010	0	Capi
		2	BR	1800	3010	0	Supp
	Bank accounts	3	BP	1800	5310	0	
•	Nominal codes	4	BP	1800	5310	0	RCT
1	Transactions	5	BP	1800	5310	0	VAT
		6	BP	1800	5310	0	Feb
	Departments	7	PA	MFB001	1800	0	Payr
	Departmenta	8	PT	MEB001	4690	0	Snot

### Guide to amending transactions in Sage 50

#### Summary of steps cont., - Stage 2

The first edit screen:

Here you can amend

- The Bank Account
- Reference
- Date

Number 4, Ban	k Payment	-	X					
You can change details of all grouped items at once by using the fields below, or select individual transactions in the list to amend a specific item.								
Bank Payme	nt Details							
Bank	1800 🗸							
Reference	ROS							
Description	RCT Feb Return	Posted by	MANAGER					
Created on	23/03/2017	Edited by						
Posted on	26/04/2017	Bank rec. on						
Edited on	11 🔤	VAT Rec. Date	// 5					
Net	8500.00 📰	Paid	8500.00 📰					
Тах	0.00 📰							
	2 Euro	Eoreign gross	8500.00 =					
	5 Euro V							
Exchange rate	1.000000 #							
✓ Paid in full	Finance charg	ge Disputed	Printed					
Opening ba	alance CIS reconcileo	d Revaluation						
Item Line De		Net T/	Tax					
	4 2270 RCT Feb Ret	urn 2000.00 T9	0.00					
	5 2260 VAT Jan Feb	2017 1350.00 T9	0.00					
	6 2250 Feb PAYE/PR	SI 5150.00 T9	0.00 🗸					
<			>					
To edit details	of a specific item on this Bank	Payment, highlight the item and click	'Edit'. Edit					
How will the	affect my data?		Save Close					

Note:

The Greyed out boxes cannot be amended on this screen

To amend these details click the edit button at the bottom of the screen which brings up additional edit options

Also note that you must select the individual transaction in the item line details to amend the details of that item. See example 1 attached

## Guide to amending transactions in Sage 50

### Summary of steps cont., - Stage 3

#### Edit screen 2:

ber 4, Bank Payme	ent	10.00.00	22	Noto
J can change details	of all grouped items at once by	, using the fields below, or select in	dividual	note:
Number 4, Bank	: Payment		×	Here you can amend
Bank Paymer N/C Details Date Department* Ex.Ref	nt Details		▼	<ul> <li>The nominal code</li> <li>The Details</li> <li>The department</li> <li>Net Amount</li> <li>Tax code</li> </ul>
Net Tax Paid in full	2000.00 📰 0.00 🐨	T/C T9 0.00 Paid 2 Disputed RTD Reconciled		Once the necessary amendments are made, select <b>Close</b>
Payment Allo	ocations			
Type  Date	Payment Ref  Deta	ils	Amount Am	Remember to press <b>save</b> on screen 1 and say <b>Yes</b> to making the change

## **Examples Attached**

Example 1	Amending a transaction made up of a number of lines
Example 2	Amending a transaction with an incorrect amount requiring an extra line
Example 3	Deleting a transaction
Example 4	Amending a reconciled transaction
Conclusion	How amendments are shown in the Audit trail and activity reports

# Example 1 - Amending a transaction made up of a number of lines

The payments to ROS were all coded to 5310 in error.

To amend this select Transactions Module /Highlight Trans No 4 / Select Edit

Number 4, Bank	< Payment				
You can change transactions in Bank Payme	e details of all gro the list to amend <b>nt Details</b>	uped items at once l a specific item.	by using the fields below, or sel	lect individual	The item line details window at the bottom of the screen shows the
	1000				individual lines that make up the
Bank	1800	<b>*</b>			payment.
Reference	ROS				Highlight the incorrect item and
Description	RCT Feb Retur	'n	Posted by	MANAGER	adit. In this area on the line will
Created on	23/03/2017	<b></b>	Edited by		edit. In this case each line will
Posted on	26/04/2017	<b>.</b>	Bank rec. on		have to be edited
Edited on	11	<b>.</b>	VAT Rec. Date	11 🖬	
Net	8500	.00 📅	Paid	8500.00 📰	
Тах	0	.00 🐨			Example
Currency	3 Euro	~	Foreign gross	8500.00 📅	Select no 4 and edit
Exchange rate	1.0000	000 🐨			Change N/C to code 2270 and
✓ Paid in full	F	inance charge	Disputed	Printed	close
Opening ba	alance C	IS reconciled	Revaluation		Select no 5 and edit
Item Line De	tails				
No	olN/C ID	)etails	Net T/C	Tax	• Change N/C to code 2260 and
	4 5310 R	RCT Feb Return	2000.00 T9	0.00	close
	5 5310 V	/AT Jan Feb 2017	1350.00 T9	0.00	
<	6 5310 F	eb PAYE/PRSI	5150.00 T9	0.00 ~	<u>Select no 6 and edit</u>
To edit details o	of a specific item o	on this Bank Paymen	t, highlight the item and dick 'E	dit'. Edit	• Change N/C to code 2250 and
How will this	affect my data?			Save Close	close

#### Example 1 - Amending a transaction made up of a number of lines - cont.

Number 4, Bank Payment								
You can change	You can change details of all grouped items at once by using the fields below, or select individual							
Bank Payment Details								
Dunk ruyinci								
Rank	1800							
Darik	1000							
Reference	ROS							
Description	RCT Feb Retu	irn	Posted by	MANAGER				
Created on	23/03/2017		Edited by					
Posted on	26/04/2017	<b>1</b>	Bank rec. on					
Edited on	11	<b>.</b>	VAT Rec. Date	// ==				
Net	850	0.00 🐨	Paid	8500.00 📰				
Tax	(	0.00 📅						
			<b>_</b> .					
Currency	3 Euro	<u> </u>	Foreign gross	8500.00				
Exchange rate	1.000	0000 📰						
Daid in full		Tinanga dharga	Disputed	Drinted				
Opening bal	ance 🔲	CIS reconciled	Revaluation	Phinteo				
Item Line Det	tails							
No	N/C	Details	Net T/C	Tax 🔨				
4	2270	RCT Feb Return	2000.00 T9	0.00				
6	2250	Feb PAYE/PRSI	5150.00 T9	0.00				
<				Þ				
To edit details o	f a specific item	on this Bank Paymer	nt, highlight the item and click 'E	dit'. Edit				
How will this	affect my data?			Save Close				

Review Amendments and Save /

# Example 2 - Correcting a transaction with an incorrect amount where an extra line is required

#### Example 4

Select Transaction module / Transaction No 10 / Edit

Number 10, Bank	k Payment	×	
You can change transactions in t	details of all grouped items at once he list to amend a specific item.	by using the fields below, or select individual	
Bank Paymen	t Details		
Bank	1800 🗸		The payment of
Reference	100507		fr ooo to Epergia
Description	Energia	Posted by MANAGER	e5,000 to Ellergia
Created on	31/03/2017	Edited by	should be split as
Posted on	26/04/2017	Bank rec. on	follows:
Edited on	11 5	VAT Rec. Date / / 📅	Code 5510 = 2 000
Net	5000.00	Paid 5000.00 m	code ))10 = 2,000
Tax	0.00 📅		Code 5550 = 3,000
Currency	3 Euro	Foreign gross 5000.00	
Exchange rate	1.000000 📰		
Likelingerote			
Paid in full	Finance charge	Disputed Drinted	
Opening bala	ance CIS reconciled	Revaluation	-
Item Line Det	ails		
No	N/C Details	Net T/C   Tax	
10	5510 Energia	5000.00 T9 0.00	Colort adit at
<		>	bottom of screen
To edit details o	f a specific item on this Bank Payme	ent, highlight the item and click 'Edit'. Edit	
How will this	affect my data?	Save Close	

Example 2 - Correcting a transaction with an incorrect amount where an extra line is required – Cont.

Ba	Number 10, Bar	nk Payment			<b></b>	
	Bank Payme	nt Details				
Ban	N/C	5510 🗸				
Ref	Details	Energia				
Des	Date	31/03/2017				
Dre	Department*	0			▼	
Pos	Ex.Ref					<ul> <li>Click into N</li> </ul>
Edit						- 1
Vet			- /-	70.0.00		Amend to 2
ах	Net	<u>рооо.оо</u>	T/C	19 0.00	<u> </u>	Class
Cur	Tax	0.00 🖩	Paid	5000	0.00	Close
Exc	Paid in full		Disputed			
			RTD Reconciled			_
~		actions			_	
			)otaile	Δn	ount of	
lte	Type Date	provinci ce p				
					<u> </u>	
					▼	
<					Edit	

## Example 2 - Correcting a transaction with an incorrect amount where an extra line is required – Cont.

umber 10 Paul	k Daumant		X	
imper 10, ban	k Fayment			
You can change transactions in t	e details of all grouped items at once the list to amend a specific item.	by using the fields below, or sele	ect individual	
Bank Paymen	nt Details			
Bank	1800 🗸			
Reference	100507			
Description	Energia	Posted by	MANAGER	
Created on	31/03/2017	Edited by		
Posted on	26/04/2017	Bank rec. on		Noto
Edited on	11 5	VAT Rec. Date	11 🎫	note
Net	2000.00 📰	Paid	2000.00 📰	There is no facility
Тах	0.00 🖬			within Sage to add an
	2 Firm	Foreign gross	2000.00	within Sage to add an
Surrency	1 00000	5.5		extra fine to this
Exchange rate	1.000000			payment
Paid in full	Finance charge	Disputed	Printed	
Opening bal	ance CIS reconciled	Revaluation		
Itom Line Det	taile			
No.	IN/C Details	Net T/C	Tay	
10	5510 Energia	2000.00 T9	0.00	Select Save
<			>	
To edit details o	f a specific item on this Bank Pavme	nt, highlight the item and click 'Ed	iť. Edit	
How will this	affect my data?		Save Close	

An additional payment will have to be entered to account for the €3,000 coded to 5550

Example 2 - Correcting a transaction with an incorrect amount where an extra line is required – Cont.

#### Bank Accounts / Highlight Current account / Select Bank payment

💼 Ban	nk Paymen	ts					1						• ×
Llear form	Print Cheque	Insert row (F7)	Remove row (F8)	Copy cell above (F6)	+1↓ Copy cell above +1 (Shift + F6)	Calculate net (F9)	Memorise Re	≥ l call Pr	rint list S	End to Excel			
Bank N/C	Current A	Account Power						Tax Tot	Rate al	0.00			
Bank*	:	Date*		Ref	Ex.Ref	N/C*	Department*	Details	;	Net	T/C*	Į	Tax 🔨
1800		31/03/20:	17	100507		5550	0	Energi	a	3000.00	<u>119</u> ↔		0.00
<													>
										3000.00			0.00
											Si	ave	Close

Enter the details and save

#### Example 3 - Deleting a transaction

Transaction includes an amount of €500 coded to 3650 which is a duplicate. This must be deleted

Select Transactions / Transaction No 11 / Select Delete

Number 11, Bar	k Receipt	-	-	X				
Before deleting have selected t	Before deleting this transaction and its associated items, review the information below to make sure you have selected the correct transaction.							
Bank Receipt	Details							
Bank	1800	~						
Reference	236							
Description	Iceland		Posted by	MANAGER				
Created on	31/03/2017	<b>5</b>	Edited by	MANAGER				
Posted on	26/04/2017	-	Bank rec. on					
Confirm				×				
Net Tax Cur Exc	Do you wish to o NOTE: By deleti the 'Items List' w	delete this transad ng the transactio rill also be delete	ction? n, all linked transactions o d. Yes	displayed in				
Item Line De	tails	le		Tax				
1	1 2520 Icela	ns ad	5000.00 TO	0.00				
1	2 3650 Vol C	ont	500.00 T9	0.00				
<				×				
To view details How will this	of an item on this Bar affect my data?	ık Receipt, highligh	nt the item and click 'View'.	View Delete Close				

Note that this will delete the full receipt so the 5, 000 will have to be re-entered as a bank receipt

#### Example 4 - Amending a reconciled transaction

Transaction coded to 3390 should be coded to 3490 and detail should read After School Study

Number 28, Banl	k Receipt	X	
You can change transactions in t	details of all grouped items at once by he list to amend a specific item.	vusing the fields below, or select individual	
Bank Receipt	Details		-
			Note
Bank	1800 🗸		
Reference	236		
Description	New Entrants	Posted by MANAGER	The tick in Bank
Created on	28/02/2017	Edited by	rec.on along
Posted on	26/04/2017	✓ Bank rec. on 31/03/2017	with the date
Edited on	11 5	VAT Rec. Date / / 📅	shows the item is
Net	3300.00 📅	Paid 3300.00	reconciled
Tax	0.00 📅		
Currency	3 Euro 🗸	Foreign gross 3300.00 📰	
Exchange rate	1.000000 🐨		
-			On this screen
✓ Paid in full	Finance charge	Disputed Printed	the reference,
Opening bala	ance CIS reconciled	Revaluation	date can be
Item Line Det	ails		amended
No	N/C Details	Net T/C Tax 🔨	
28	3390 New Entrants	3300.00 T9 0.00	
		~	For our example
<		>	we have to select
To edit details of	f a specific item on this Bank Receipt, I	highlight the item and click 'Edit'. Edit	Edit for screen 2
How will this a	affect my data?	Save Close	

#### **Example 4 - Amending a reconciled transaction - cont.**

On this screen only	amend N/C, Details	or Department
---------------------	--------------------	---------------

lumber 28, Ban	ik Receipt		_	×	
Bank Receipt	: Details				
N/C	3490 🗸				Amond the
Details	After school study				nominal code te
Date	28/02/2017				a too and
Department*	0			∽	stype and
Ex.Ref					description to after school
Net	3300.00 📰	T/C	T9 0.00	∽	study
Tax	0.00 📰	Paid	3300.00		-
Paid in full		Disputed RTD Reconciled			
				_	Close and save
Payment Allo	Payment Ref  Deta	is	Amount Edit Close		

Do not amend the net amount as this will give rise to a difference in the bank reconciliation. Also be careful not to delete a reconciled transaction as this will also distort the Bank Reconciliation.

#### **Conclusion - Changes showing in the Audit Trail and the Activity reports**

The audit trail and the activity reports will show the amendments made to critical fields. The reports will show <u>the original entries amended</u> and there will also be *new* transactions <u>showing in red</u> with the original data and will show as deleted. They show as deleted because the original entry has been deleted and replaced with the amended entry

No 📥	Туре	Account	Nominal	Dept	Details	Date	Posted Date	Due On
1	BR	1800	3010	0	Capitation	31/03/2017	26/04/2017	
2	BR	1800	3050	0	Support Services	31/03/2017	26/04/2017	
3	BP	1800	5310	0	Redmond Electric Repair	01/03/2017	26/04/2017	
4	BP	1800	2270	0	RCT Feb Return	23/03/2017	26/04/2017	
5	BP	1800	2260	0	VAT Jan Feb 2017	23/03/2017	26/04/2017	
6	BP	1800	2250	0	Feb PAYE/PRSI	23/03/2017	26/04/2017	
7	PA	MFB001	1800	0	Payment on Account	31/03/2017	26/04/2017	
8	PI	MFB001	4690	0	Sports	31/03/2017	26/04/2017	30/04/20
9	PI	VSW001	6730	0	Annual charge	31/03/2017	26/04/2017	30/04/20
10	BP	1800	5510	0	Energia	31/03/2017	26/04/2017	
11	BR	1800	3530	0	Deleted BR	31/03/2017	26/04/2017	
12	BR	1800	3650	0	Deleted BR	31/03/2017	26/04/2017	
13	BR	1800	3010	0	Cancel - see tran 2	31/03/2017	26/04/2017	
14	JD		5310	0	Cancel - see tran 18	31/03/2017	26/04/2017	
15	JD		5310	0	Cancel - see tran 19	31/03/2017	26/04/2017	
16	JC		2260	0	Cancel - see tran 20	31/03/2017	26/04/2017	
17	JC		2270	0	Cancel - see tran 21	31/03/2017	26/04/2017	
18	JD		5310	0	Redmonds	28/02/2017	26/04/2017	

These red deleted transactions will not show in the nominal activity reports which will be used to support and explain the final Income and Expenditure figures.