



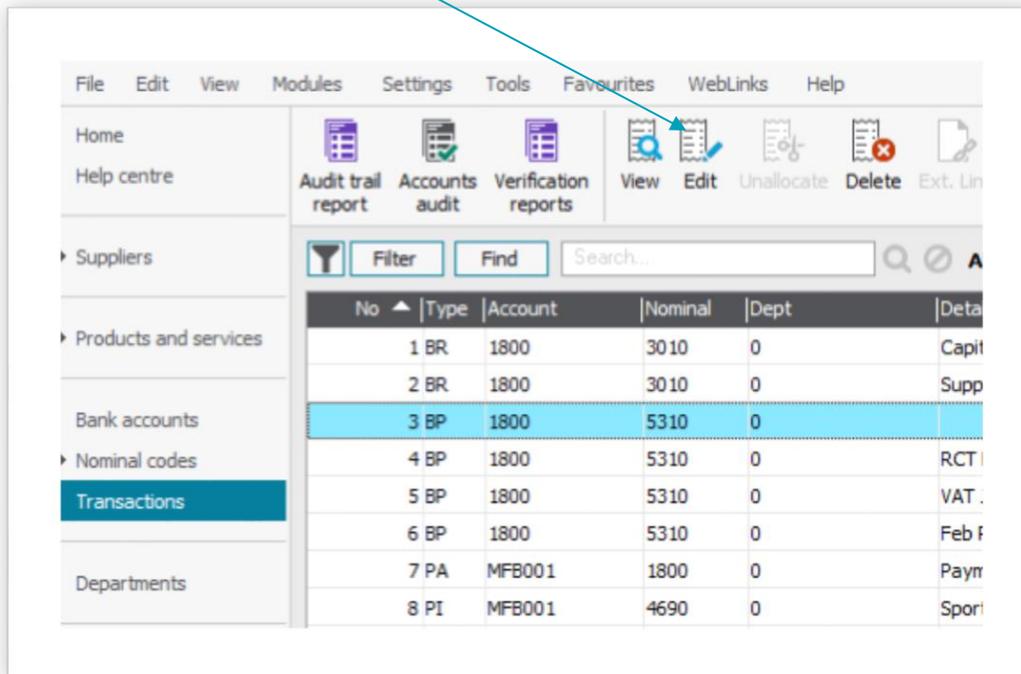
Financial Support
Services Unit

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



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, Bank Payment

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 Payment Details

Bank: 1800
Reference: ROS
Description: RCT Feb Return
Created on: 23/03/2017
Posted on: 26/04/2017
Edited on: //
Net: 8500.00
Tax: 0.00
Currency: 3 Euro
Exchange rate: 1.000000

Posted by: MANAGER
Edited by:
 Bank rec. on
VAT Rec. Date: //
Paid: 8500.00
Foreign gross: 8500.00

Paid in full
 Finance charge
 Disputed
 Printed
 Opening balance
 CIS reconciled
 Revaluation

Item Line Details

No	N/C	Details	Net	T/C	Tax
4	2270	RCT Feb Return	2000.00	T9	0.00
5	2260	VAT Jan Feb 2017	1350.00	T9	0.00
6	2250	Feb PAYE/PRSI	5150.00	T9	0.00

To edit details of a specific item on this Bank Payment, highlight the item and click 'Edit'.

How will this affect my data? []

[Edit] [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:

Number 4, Bank Payment

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 Payment Details

N/C: 2270

Details: RCT Feb Return

Date: 23/03/2017

Department*: 0

Ex.Ref:

Net: 2000.00

Tax: 0.00

T/C: T9 0.00

Paid: 2000.00

Paid in full:

Disputed:

RTD Reconciled:

Payment Allocations

Type	Date	Payment Ref	Details	Amount
------	------	-------------	---------	--------

Edit

Close

Note:

Here you can amend

- The nominal code
- The Details
- The department
- Net Amount
- Tax code

Once the necessary amendments are made, select **Close**

Remember to press **save** on screen 1 and say **Yes** 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 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 Payment Details

Bank: 1800
Reference: ROS
Description: RCT Feb Return
Created on: 23/03/2017
Posted on: 26/04/2017
Edited on: / /
Net: 8500.00
Tax: 0.00
Currency: 3 Euro
Exchange rate: 1.000000

Posted by: MANAGER
Edited by:
 Bank rec. on
VAT Rec. Date: / /
Paid: 8500.00
Foreign gross: 8500.00

Paid in full
 Opening balance
 Finance charge
 CIS reconciled
 Disputed
 Revaluation
 Printed

Item Line Details

No	N/C	Details	Net	T/C	Tax
4	5310	RCT Feb Return	2000.00	T9	0.00
5	5310	VAT Jan Feb 2017	1350.00	T9	0.00
6	5310	Feb PAYE/PRSI	5150.00	T9	0.00

To edit details of a specific item on this Bank Payment, highlight the item and click 'Edit'.

How will this affect my data? Save Close

The item line details window at the bottom of the screen shows the individual lines that make up the payment.

Highlight the incorrect item and edit. In this case each line will have to be edited

Example

Select no 4 and edit

- Change N/C to code 2270 and close

Select no 5 and edit

- Change N/C to code 2260 and close

Select no 6 and edit

- Change N/C to code 2250 and close

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

Number 4, Bank Payment

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 Payment Details

Bank: 1800
Reference: ROS
Description: RCT Feb Return
Created on: 23/03/2017
Posted on: 26/04/2017
Edited on: / /
Net: 8500.00
Tax: 0.00
Currency: 3 Euro
Exchange rate: 1.000000
Posted by: MANAGER
Edited by:
 Bank rec. on
VAT Rec. Date: / /
Paid: 8500.00
Foreign gross: 8500.00

Paid in full
 Finance charge
 Disputed
 Printed
 Opening balance
 CIS reconciled
 Revaluation

Item Line Details

No	N/C	Details	Net	T/C	Tax
4	2270	RCT Feb Return	2000.00	T9	0.00
5	2260	VAT Jan Feb 2017	1350.00	T9	0.00
6	2250	Feb PAYE/PRSI	5150.00	T9	0.00

To edit details of a specific item on this Bank Payment, highlight the item and click '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 – Cont.

Number 10, Bank Payment

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.

Number 10, Bank Payment

Bank Payment Details

N/C: 5510

Details: Energia

Date: 31/03/2017

Department*: 0

Ex.Ref:

Net: 5000.00 T/C: T9 0.00

Tax: 0.00 Paid: 5000.00

Paid in full: Disputed:

RTD Reconciled:

Payment Allocations

Type	Date	Payment Ref	Details	Amount
------	------	-------------	---------	--------

Edit

Close

Click into Net
Amend to 2,000
Close

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

Number 10, Bank Payment

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 Payment Details

Bank: 1800
Reference: 100507
Description: Energia
Created on: 31/03/2017
Posted on: 26/04/2017
Edited on: //
Net: 2000.00
Tax: 0.00
Currency: 3 Euro
Exchange rate: 1.000000

Posted by: MANAGER
Edited by:
 Bank rec. on
VAT Rec. Date: //
Paid: 2000.00
Foreign gross: 2000.00

Paid in full
 Opening balance
 Finance charge
 CIS reconciled
 Disputed
 Revaluation
 Printed

Item Line Details

No	N/C	Details	Net	T/C	Tax
10	5510	Energia	2000.00	T9	0.00

To edit details of a specific item on this Bank Payment, highlight the item and click 'Edit'.

How will this affect my data?

Edit Save Close

Note

There is no facility within Sage to add an extra line to this payment

Select Save

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

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, Bank Receipt

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
Created on: 31/03/2017
Posted by: MANAGER
Edited by: MANAGER

Confirm

Do you wish to delete this transaction?

NOTE: By deleting the transaction, all linked transactions displayed in the 'Items List' will also be deleted.

Yes No

Item Line Details

No	N/C	Details	Net	T/C	Tax
11	3530	Iceland	5000.00	T9	0.00
12	3650	Vol Cont	500.00	T9	0.00

To view details of an item on this Bank Receipt, highlight the item and click 'View'.

How will this affect my data? 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, Bank Receipt

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 Receipt Details

Bank: 1800

Reference: 236

Description: New Entrants

Created on: 28/02/2017

Posted on: 26/04/2017

Edited on: / /

Net: 3300.00

Tax: 0.00

Currency: 3 Euro

Exchange rate: 1.000000

Posted by: MANAGER

Edited by:

Bank rec. on: 31/03/2017

VAT Rec. Date: / /

Paid: 3300.00

Foreign gross: 3300.00

Paid in full Finance charge Disputed Printed

Opening balance CIS reconciled Revaluation

Item Line Details

No	N/C	Details	Net	T/C	Tax
28	3390	New Entrants	3300.00	T9	0.00

To edit details of a specific item on this Bank Receipt, highlight the item and click 'Edit'.

How will this affect my data? Save Close

Note

The tick in Bank rec.on along with the date shows the item is reconciled

On this screen the reference, description and date can be amended

For our example we have to select Edit for screen 2

Example 4 - Amending a reconciled transaction – cont.

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

Number 28, Bank Receipt

Bank Receipt Details

N/C: 3490

Details: After school study

Date: 28/02/2017

Department*: 0

Ex.Ref:

Net: 3300.00 T/C: T9 0.00

Tax: 0.00 Paid: 3300.00

Paid in full: Disputed:

RTD Reconciled:

Payment Allocations

Type	Date	Payment Ref	Details	Amount
------	------	-------------	---------	--------

Edit

Close

Amend the nominal code to 3490 and change the description to after school study

Close and save

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 *the original entries amended* and there will also be *new transactions showing in red 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 ▲	Type	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.