Tips ‘n’ Tricks from Altico

There are dozens of little tips and tricks for using your Great Plains system that can make your life ever so much easier. We’ll be bringing you a new tip every month in the hope that you find them useful.

The resident Altico wizard presents your January 2006 tip:

Simple Steps to Correct Erroneous Great Plains Entries

When you discover errors after posting, Great Plains provides tools for correcting them.

Changing Incorrect Distributions

If you have already posted an accounts payable voucher with an incorrect distribution and don’t want to reclassify the distribution with a journal entry, you can still reclassify the distributions. Just follow these steps:

1. Open the Payables Transaction Entry Window (Transactions > Purchasing > Transaction Entry).
2. Enter the batch ID.
3. Enter the document date. This date should be the same as for the original transaction.
4. Enter the document number. This number must be different from the original number, so consider using the original document number and adding an ADJ at the end to signify an adjustment.
5. Enter the 0.00 in the Purchases Amount field.
6. Click on the Distribution button.
7. Enter the correct debit posting account with a Type of PURCH.
8. Enter the correct transaction amount.
9. Enter the credit account. This should be the purchases account used on the original posting) with a Type of PURCH.
10. Enter the amount.
11. Click OK.
12. Save the document.
13. Post the batch.

With this procedure, the General Ledger trial balance for this transaction will be updated. The Payables Management module will have the transaction in the history table with no effect on the Accounts Payable Subsidiary Ledger.

Editing A/P and A/R Data Posting

Sometimes you need to change the information for an accounts payable voucher and accounts receivable transaction after they've been posted. You can edit these postings using the Edit Trx Information Screen:

1. Open Edit Trx Information Screen (Transactions > Sales or Purchasing > Edit Trx Information).
2. Choose from Due Date, Discount Date, Purchase Order Number and Description fields to change information after transactions have already been posted.
3. Enter the correct information.
4. Save your data.

This feature provides the flexibility to adjust information about customers and vendors, ensuring proper payment dates and avoiding missed discount opportunities. You can also edit descriptive data that can be printed on your checks to relay information to vendors or to better identify transactions.

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I'm NOT the resident wizard, but be that as it may, you're welcome to channel your questions through me.

Yours,

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