



Tips 'n' Tricks from Altico

There are dozens of little tips and tricks for using your Microsoft Dynamics GP (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 March 2006 tip:

Handling Date-Related Errors in Microsoft Dynamics GP

You can void mistakes in historical payable transactions in Microsoft Dynamics GP with a few simple steps.

Because the transactions are already in history, there are two basic options for correcting the problem. (Note: The directions below apply to Great Plains version 6.0 through 7.5. The menus on Great Plains 8.0 have some minor changes and are shown in parentheses.)

Option 1

1. Because you cannot simply void them, you must first remove the transaction history for these check documents and associated invoices (be sure to make a backup first). This will remove the documents from the system.
2. Confirm that you have unmarked Print Historical Aged Trial Balance in the Payables Setup window (Setup > Purchasing > Payables). (In version 8.0, it's Tools > Setup > Purchasing > Payables.)
3. To remove history, go to Utilities > Purchasing > Remove History. Mark both transaction and distribution history. (In version 8.0, go to Tools > Utilities > Purchasing > Remove Transaction History.)
4. Enter a range for a specific vendor and the specific document number. In order to verify removal of specific transactions, handle one document at a time and unmark individual transactions so that only the report prints first.
5. Before inserting the document number for the Payment and Invoice at the Remove Payables Transaction History screen, unmark the Transactions and Distributions option and mark the Report option to verify that you are "removing history" on the correct transactions. If you are satisfied with the deleted records in the Transaction History Removal Report, then you can proceed to the same window. This time mark all three options.
6. Once you have confirmed the correct documents will be removed, go into Utilities > Purchasing > Remove History. Enter the same range restrictions and leave Remove Transactions and Distributions marked. This will remove the troublesome data from Great Plains. (In version 8.0 go to Tools > Utilities > Purchasing > Remove History.)
7. Go to File > Maintenance > Check Links and run check links on the Payables Transaction Logical and History Logical files to ensure data integrity. Go to

Setup > Posting > Posting Setup. Select Purchasing in the Series windows and Payables Trx Entry in the Origin window. Make sure only Post to General Ledger is marked in the first group of check boxes.

8. Then change Origin to Payment Entry and check the Post to General Ledger box, so the General Ledger will not be updated again once the transactions are reposted in Payables.
9. Reenter, repost, and reapply the original invoice and payment with the correct date.
10. Once the transactions have been posted, go into Transactions > Financial > Batches and delete the batches that have been created so that the General Ledger is not updated.
11. Go back to Setup > Posting > Posting and make the necessary changes to your posting setup from step 6. (In version 8.0 go to Tools > Setup > Posting > Posting.)
12. Re-enter the transactions and apply checks with the correct date in the Edit Checks window or the Select Checks window.

Option 2

An alternative method can achieve the same results:

1. Go to Setup > Company > Fiscal Periods and create each of the years from the current year to the year of the payment. (In 8.0, it's Tools > Setup > Company > Fiscal Periods.)
2. Void the incorrect document in Transactions > Purchasing > Void Historical Transactions.
3. After voiding the document, go back to the Fiscal Period Setup window: Setup > Company > Fiscal Periods (in version 8.0 to Tools > Setup > Company > Fiscal Periods) and "soft close" each of the future years by choosing the year from the lookup and selecting Close All so that no one accidentally posts into these years. This process must be done for each future year.

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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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