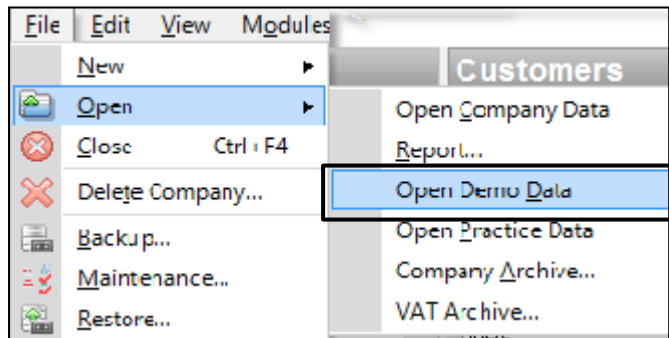


Making Error Corrections and Deleting Transactions

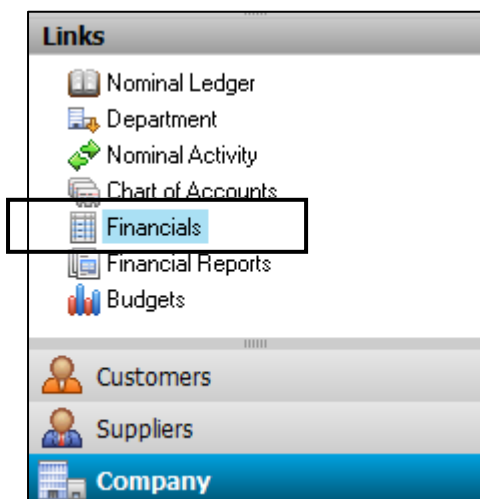
Before starting this section, as you have no information in your company data currently, you may now wish to go into Demo Data. This is a demonstration company set up by Sage with a dummy set of information for you to see how the files work and to try out examples without affecting your company data.



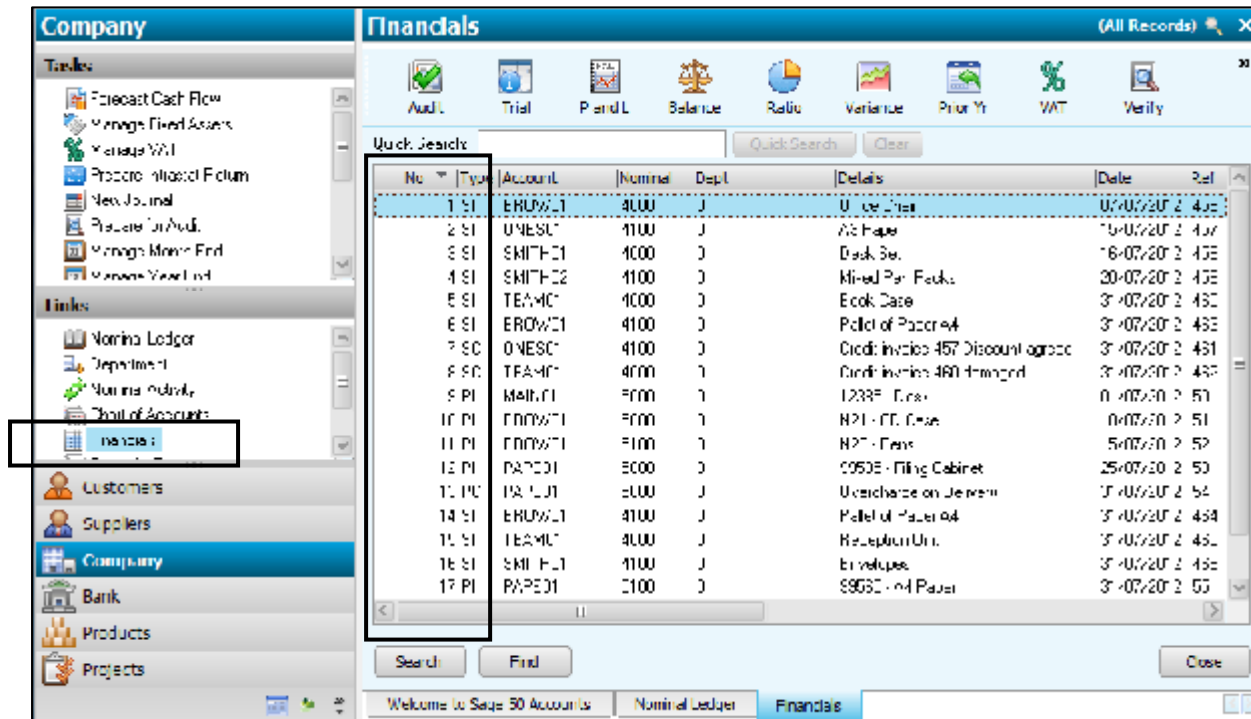
If you need to correct some information in the data set you should consider if there is an accounting or transactional way to do this that will leave a better audit trail. Deleting transactions does not give you the option to place any narrative as to why the deletion has taken place. It could be better to perform a reversing entry or to make a journal.

To make a change to an entry or to completely delete an entry you first need to find the transaction number of the item you wish to change. To do this – select:

Company from the stack bar - and - **Financials** from the **Links** menu.



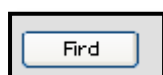
The **Financials** window will open and list all the transactions you have entered into the system giving them a reference number.



This list is called the Audit Trail. The Audit Trail is a list of transactions in the order in which they were posted to Sage. Every time an entry is made, Sage gives the transaction a unique number. It is this number that is required when finding a transaction to make any changes.

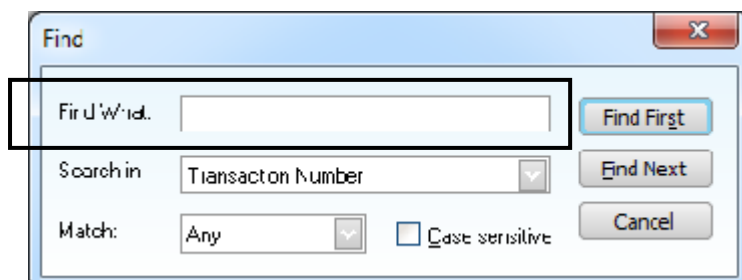
As time goes on, you may find that you have posted several thousands of transactions to Sage. There is a feature that allows you to search all your transactions for a specific piece of information.

If you have thousands of audit trail numbers already posted and you know the number of the one you want you can enter it using the **Find** icon at the bottom of the screen.

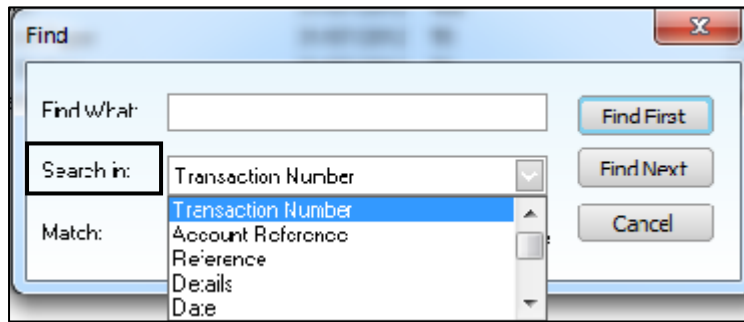


Entering information into the **Find** box will take you straight to the transaction. Therefore rather than search through a whole list you can enter the number in the **Find What** box.

The **Find What**: option takes its search instructions from the information detailed in the **Search in**: area.



You can change the search criteria by altering the drop down menu in the **Search In:** box.

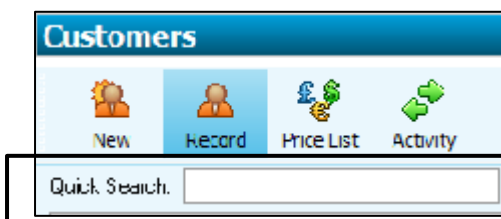


Search Fields

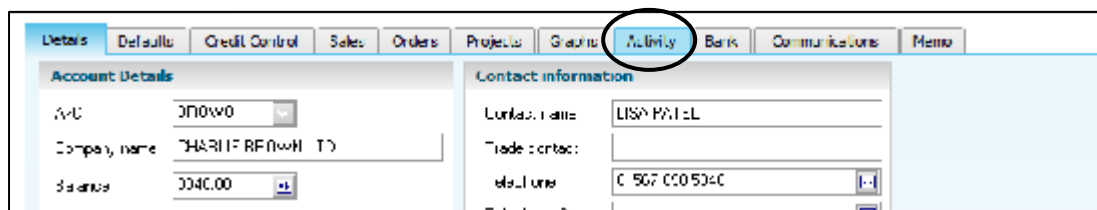
The choices that are available within the **Search In** field include:

- Transaction Number
- Account Reference
- Reference
- Details
- Date
- Net Amount
- Bank A/c Reference
- Nominal A/c Reference
- Ex Reference
- Tax Amount
- Amount Paid
- Date Reconciled

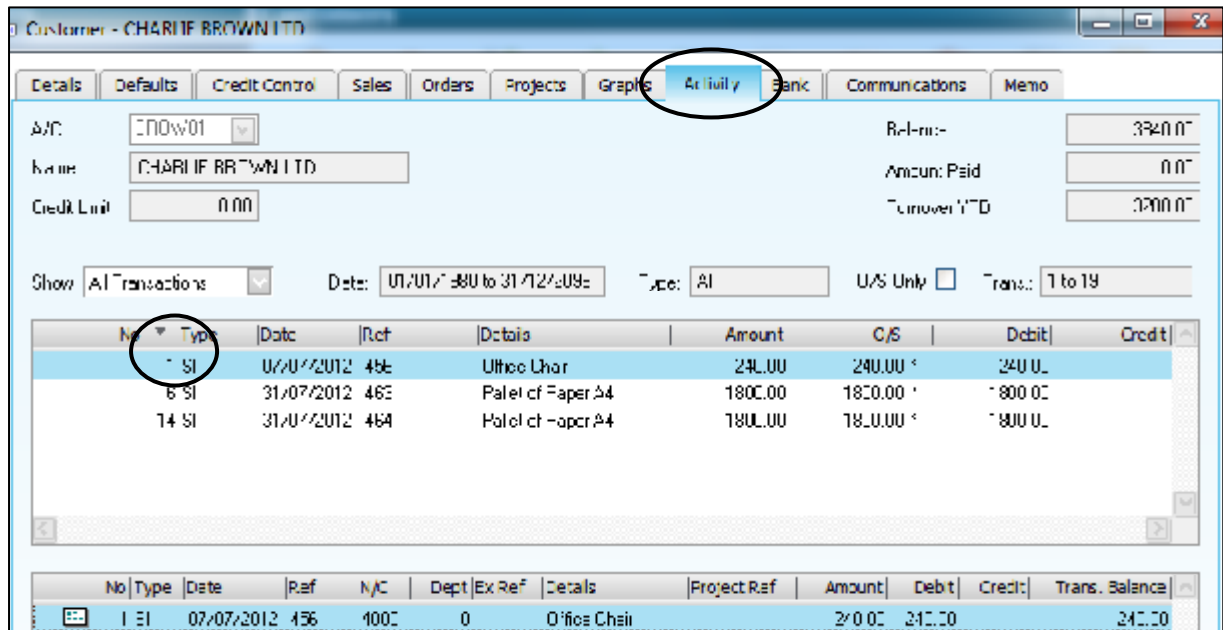
The transaction number can be found in a variety of ways. The easiest way, if the transaction relates to a Customer or Supplier transaction, is to look in their **Record** which is found in the Customer or Supplier menu and choose to view their **Activity**.



You could use the **Quick Search** just below the Record to find the correct account.



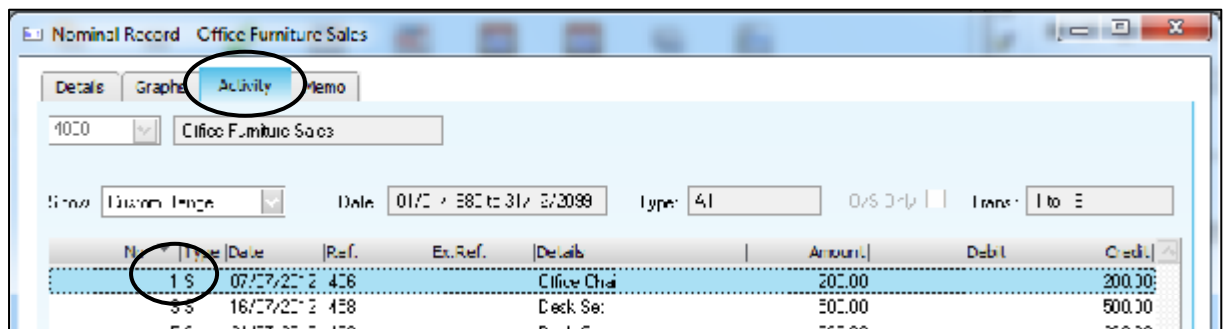
All the activity relating to the customer or supplier will be displayed with the transaction number on the left hand side.



You will be able to do this when you have created some customer or supplier accounts later in the workbook.

If the transaction relates to the Bank or you want to look at a Nominal Code, click on Bank (for bank transactions) or Company (for nominal transactions) from the stack bar.

From the Record choose the Activity tab as this is the best way to locate the transaction.



To Make Changes to a Transaction

In either the Customer, Supplier, Bank or Nominal Record - click the **Activity** Tab. This will bring up the history of the account.

On the left hand side of each transaction there will be a number. This is called the audit trail or **Transaction Number**. Make a note of this number.

Choose **Close** and click **Close** again.