

## Tips & Tricks

Written by the firm's resident super user, Victoria, Accredo's user tips provide helpful information, short-cuts and general pointers to help customers improve their use of Accredo.

### Entering adjustments where sub ledger GST period is closed

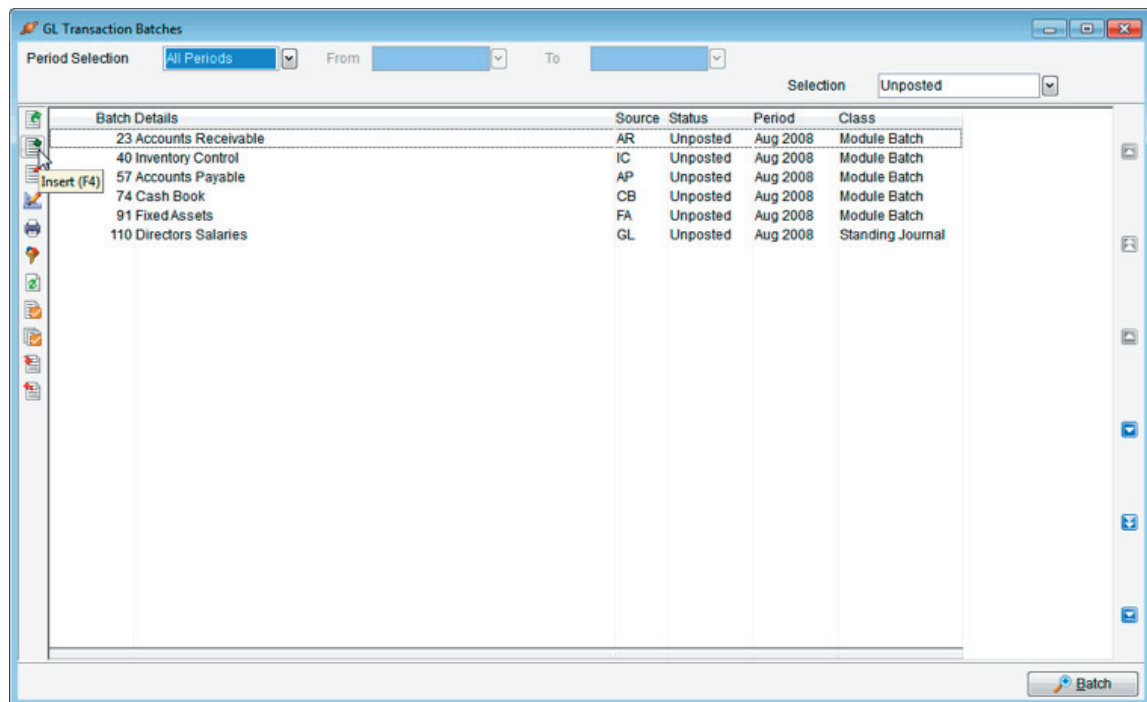
What do you do when you need to do some end of year adjustments relating to periods in sub ledgers that you can't correct because the GST period is closed?

You need these in GL, but need your GL and sub ledgers to balance....

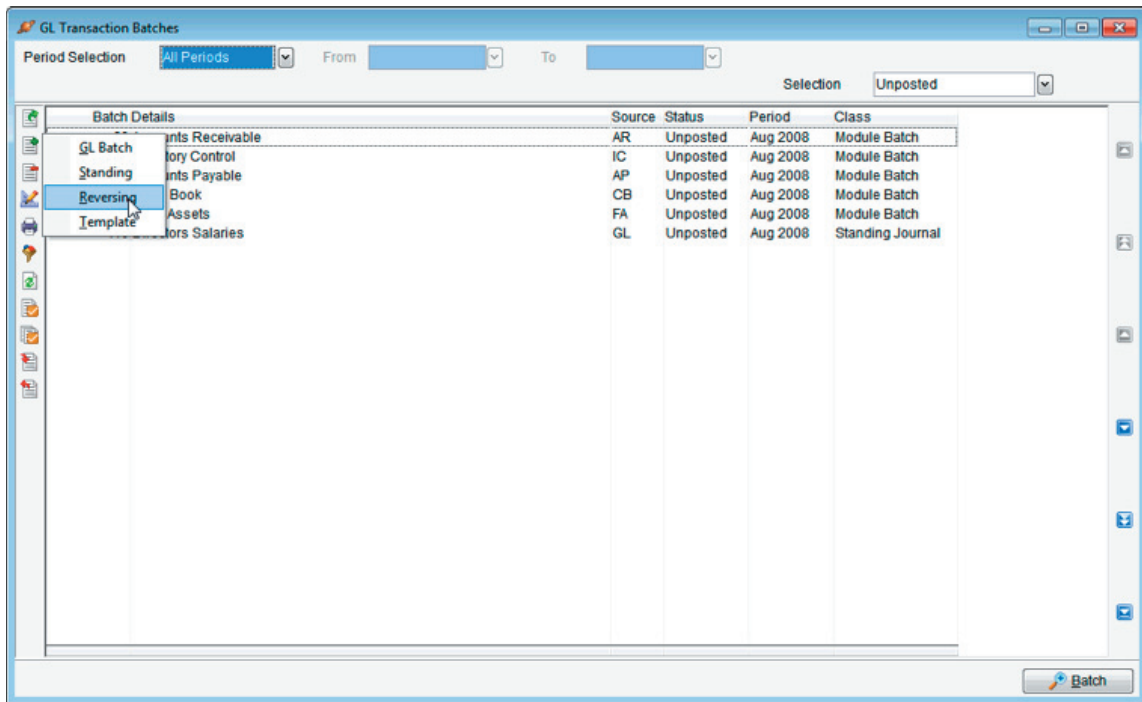
What you can do is enter a reversing adjustment batch into the adjustment period and post, which will create a batch in the next period, but reversed. You can then make the corrections in the sub ledgers in the current period and for the GL, then they will be reversed by the reversing out batch.

Below is a step by step example of how to do this.

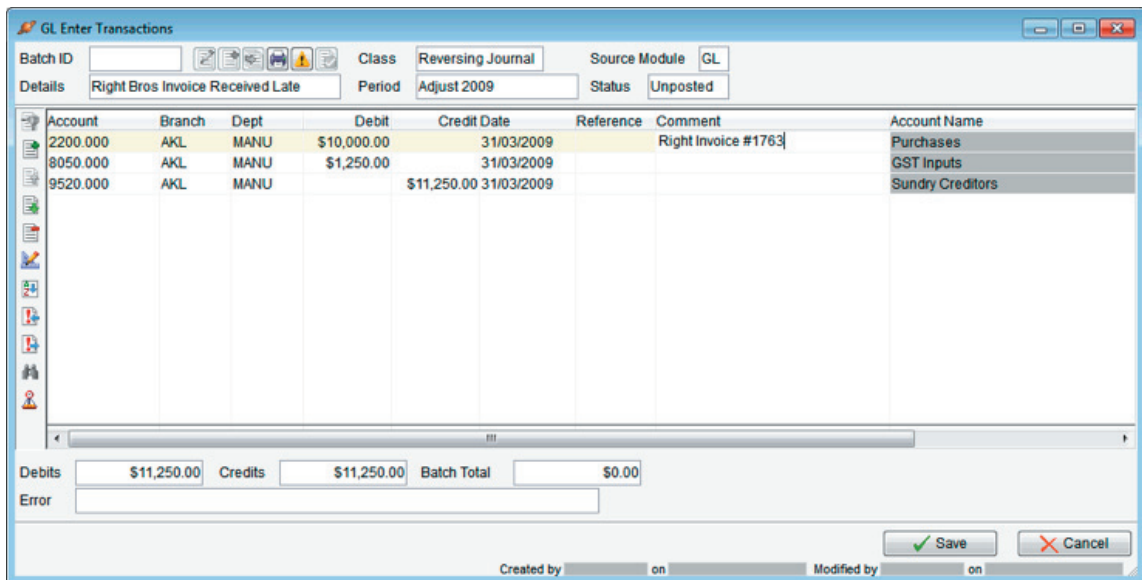
Tasks > General Ledger > Enter Transactions > Press F4 or click Insert



Select 'Reversing' →



In the Period field, select the required Adjustment Period and enter your adjustments as per below example



Then click 'Save', then click the 'Post Individual Batch' button →

GL Enter Transactions

Batch ID: 111    Class: Reversing Journal    Source Module: GL

Details: Right Bros Invoice Received Late    Period: 31/03/2009    Status: Unposted

Post individual batch (Alt+F9)

Account	Branch	Dept	Debit	Credit	Date	Reference	Comment	Account Name
2200.000	AKL	MANU	\$10,000.00		31/03/2009		Right Invoice #1763	Purchases
8050.000	AKL	MANU	\$1,250.00		31/03/2009			GST Inputs
9520.000	AKL	MANU		\$11,250.00	31/03/2009			Sundry Creditors

Debits: \$11,250.00    Credits: \$11,250.00    Batch Total: \$0.00

Error:

Save    Cancel

Created by ACCREDO on 8/06/2010 12:50:27 p.m. Modified by ACCREDO on 8/06/2010 12:50:27 p.m.

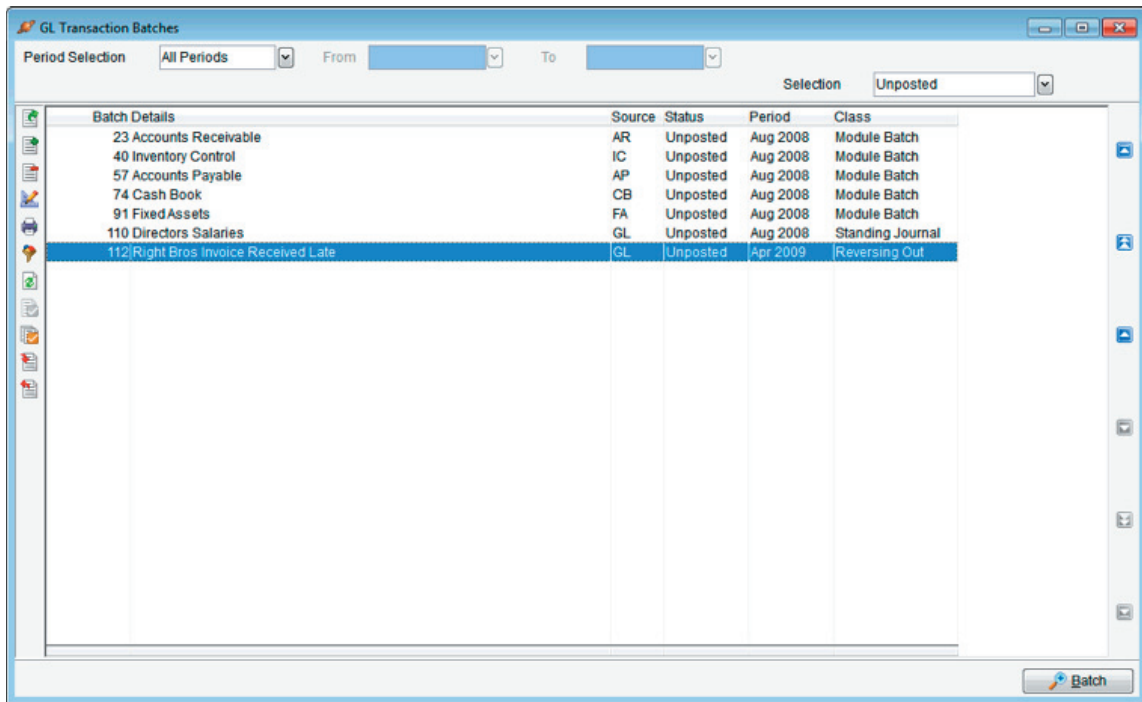
Confirm you wish to post the batch

Confirm

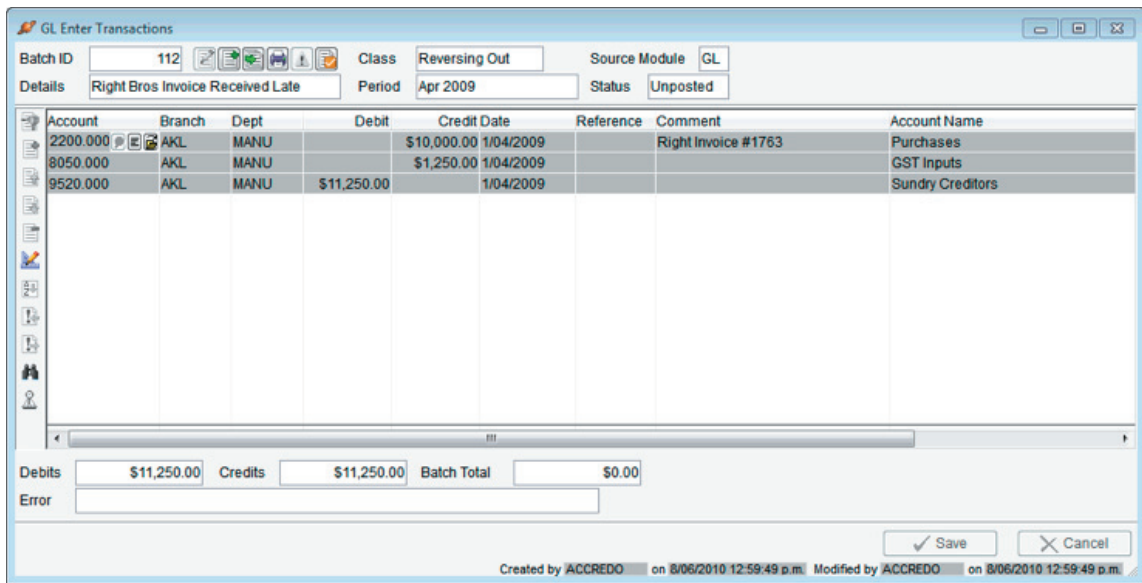
Post batch?

Yes    No

The batch will be posted. Press Escape and you will return to the GL Transaction Batches window where you will see that Accredo has created a Reversing Out batch in the next period. →



Open the batch you will see that the debits and credits are a reverse of the original batch.



Click the 'Post Individual Batch' button or press escape to post the batch at another time.

Now you can enter the corresponding transaction(s) into the sub ledger in the same period as the reversing out batch. →

AP Transactions

Period: Apr 2009 Invoice ID: [ ]

Creditor Code: RIGHT Right Brothers Timber Merchants Ltd NZD

Date: 1/04/2009 Due Date: 20/05/2009 NZD NZD

Origination Date: [ ] Discount Date: 1/04/2009

Invoice Number: 1763

Comment: March Invoice

Rate Type: BUY Branch: HO

Exchange Rate: 1.0000 Department: SAL

Auto Allocate:  NZD

Gross: \$11,250.00 \$11,250.00

Discount: [ ]

Net: \$11,250.00 \$11,250.00

Hold Amount: [ ]

3 Periods	[ ]
2 Periods	[ ]
1 Period	\$23,165.21
Current	\$103,545.57
Future	[ ]
Total	\$126,710.78
Pending Total	\$137,960.78

Bill From: [ ]

Code	Analysis Name	GST Code	Amount	GST	Inclusive Branch	Dept	Narration
PUR	Purchases	1	\$10,000.00	\$1,250.00	\$11,250.00	HO	SAL

GST Incl. \$1,250.00 Balance to Analyse [ ]

Created by [ ] on [ ] Modified by [ ] on [ ]

Save Cancel

When the reversing out batch and sub ledger batch are posted, the corresponding journals will net to zero. ■