

To Delete General Ledger Transactions

From the Main Menu select the following options:

- #8 Daily Activities
- #1 Main Financial Software
- #3 General Ledger
- #4 Transaction Maintenance

Enter 4 digit year

Enter 2 digit month

Enter 2 digit day

Enter

Page down to transaction number you want to work with/delete

Place an "X" beside G/L transaction to delete, Enter

Place a "D" to delete in status

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GENERAL LEDGER TRANSACTION MAINTENANCE
Record Number-----: 1
Account Number-----: 20100      ACCOUNTS PAYABLE - TRADE
Transaction Date-----: 2003/01/02 (Year/Month/Day)
Transaction Amount-----: 2598760
Transaction Code-----: AP
Cleared Bank Code----- (C):
Updated Into YTD Code-----:
Miscellaneous Description:
Status----- (D=Delete): D

: Record Information  User      Date      Time      Job ID      Program
: Creation-----: ANDREA      1/02/2003  9:56:31  AU          AP008U
: Last Changed-----: Record Not Modified since Creation

NOTE: Deleting Transactions or Changing Amounts may cause General Ledger to
      become out of balance. For audit purposes, a copy of the record before
      and after the change is kept in the GLTRANS File.
NOTE: If Update Code Is U then flashing fields CANNOT be Changed.
NOTE: Underlined Fields Cannot Be Changed
ENTER TO CONTINUE  F1 - UPDATE CHANGES  F7 - EXIT PROGRAM
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F1 Update changes

F7 Exit program

If you need additional information, email support@southpoint.net or call our office..