CORRECTION ON BANK STATEMENTS

Reason for correction on Bank statement / Recon screen:

1. The incorrect bank statement was posted off
2. The incorrect period was chosen
3. The incorrect KAS

The correction must always be done where the original bank statement was imported.

For this example the Bank statement was imported in 'KAS6 BANK' and posted to 'KAS3 Electronic', the incorrect transaction was a Deposit in KAS6 and a Cheque in KAS3,

You must know (Remember: the transaction details must be of the original transaction):

1. The period the transaction was posted
2. The transaction date
3. Deposit or Cheque

For this example

1. The Bank statement was imported in 'KAS6 BANK' and posted to 'KAS3 Electronic',
2. The incorrect transaction was a Deposit in KAS6 and a Cheque in KAS3,
3. Date - 01-04-2015

Step 1:

Click on KAS6
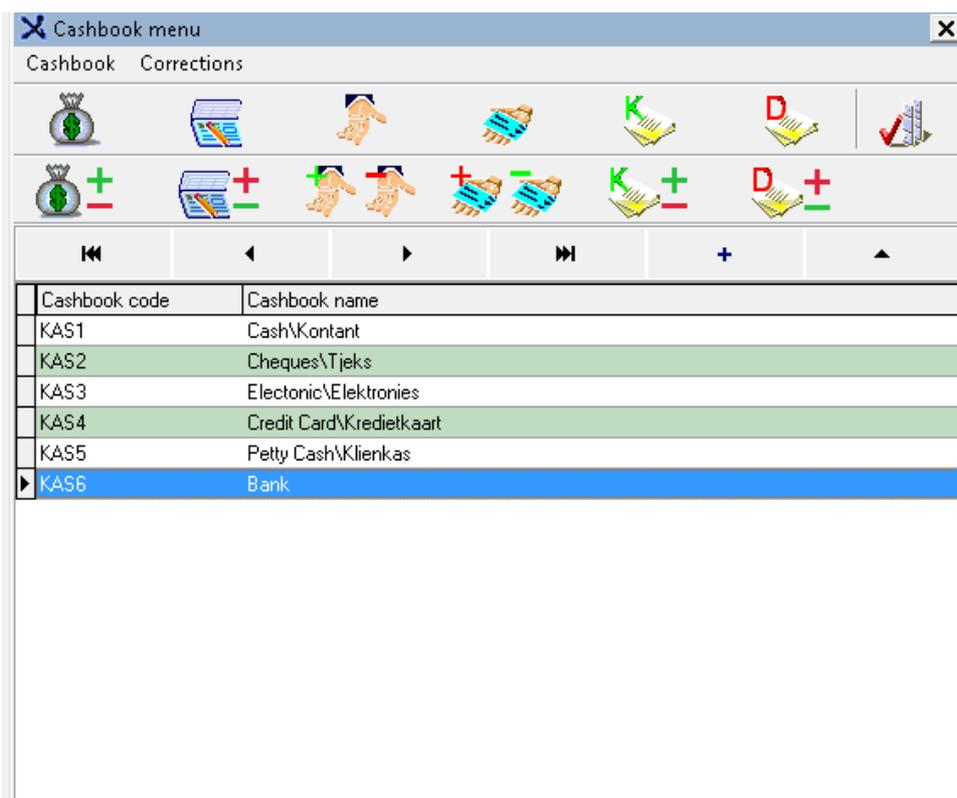
Step 2:

Click on the Deposit Correction button

Step 3:

Choose Ledger / Cashbook corrections
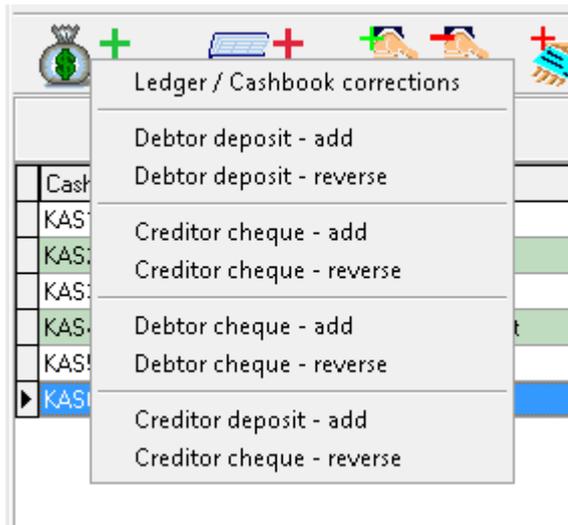
Step 4:

Choose correct period
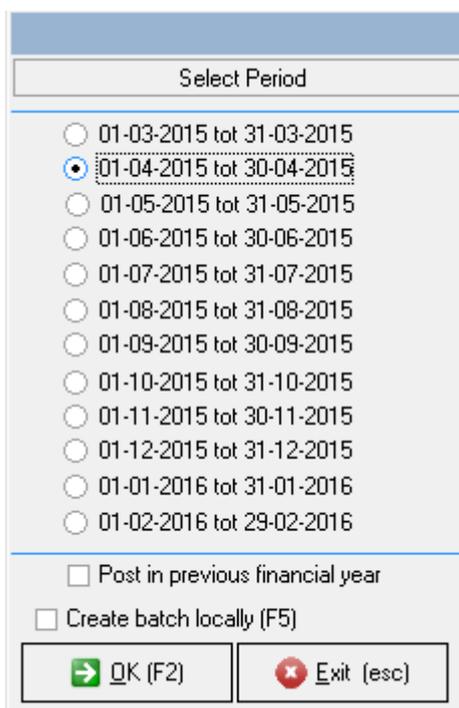
Step 5:

Type in the date of the transaction (01-04-2015) and then press tab

KAS6 Bank Receipts Add

Date	01-04-2015
Reason	

Drag a column header here to group by that column

<No data to display>

✔ OK (F2)   ✘ Cancel

Step 6:

Press TAB to open the transaction screen

KAS6 Bank Receipts Add

Date	01-04-2015
Reason	

Drag a column header here to group by that column

List of transactions

Find [   ]

Filters
☐ Ignore reconciled transactions
☐ Ignore transactions with zero balance

✔ Reconciled transaction

	Doc No.	Date	Account Name	Description	Detail	Amount	VAT
	0000000003	01-04-2015	Electonic\Elektronies		ACB CREDIT DISC SUP ACB	34593.59	0
	0000000004	01-04-2015	Credit Card\Kredietka		ACB CREDIT SPEEDPOI ACE	754.7	0
	0000000005	01-04-2015			ACB CREDIT BMW SUPP AC	88.8	0
	0000000009	02-04-2015	Credit Card\Kredietka		ACB CREDIT SPEEDPOI ACE	732	0
	0000000010	02-04-2015	Electonic\Elektronies		ACB CREDIT XXCCH000 ACE	1242	0
	0000000011	02-04-2015	Electonic\Elektronies		ACB CREDIT BON04582 ACE	289	0
	0000000014	07-04-2015	Electonic\Elektronies		ACB CREDIT 000750 ACB CF	366	0
	0000000015	08-04-2015	Credit Card\Kredietka		ACB CREDIT SPEEDPOI ACE	366	0
	0000000016	09-04-2015	Credit Card\Kredietka		ACB CREDIT SPEEDPOI ACE	466	0

✔ Ok   ✘ Exit

✔ OK (F2)   ✘ Cancel

Step 7:

Choose the transaction from the list and click on OK

Step 8:

Type the reason in why are you doing the correction and then type in the amount, in the yellow column "New Amount",

- The New Amount must be the amount the transaction must be

Click on Ok and then Post