

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):

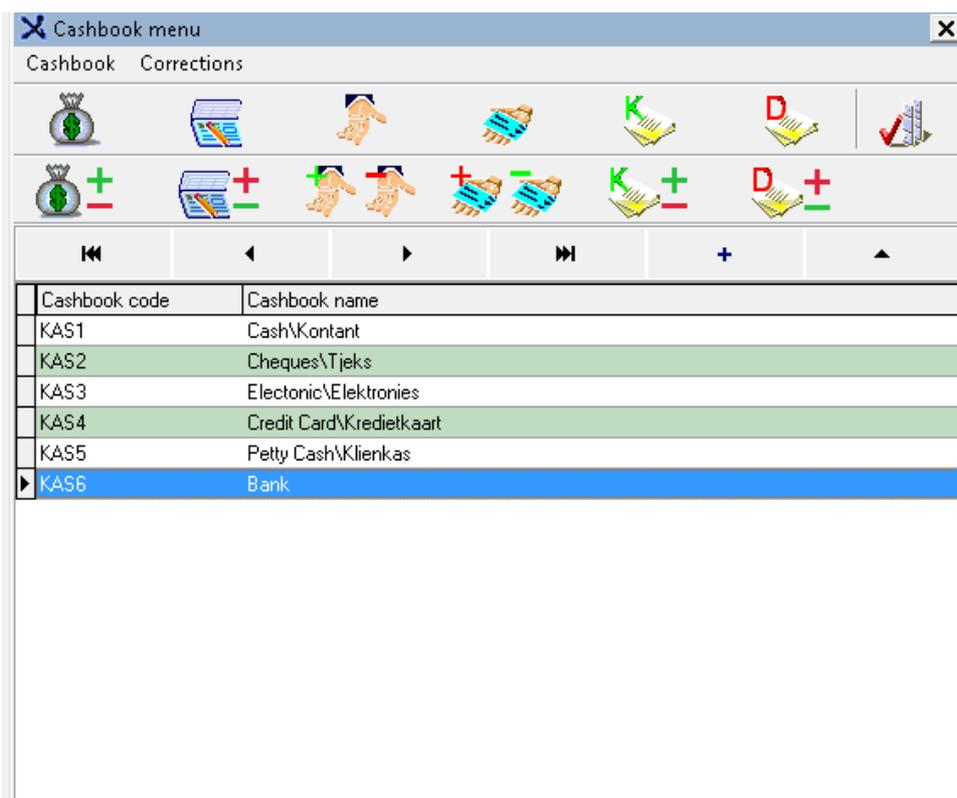
1. The period the transaction was posted
2. The transaction date
3. Deposit or Cheque

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



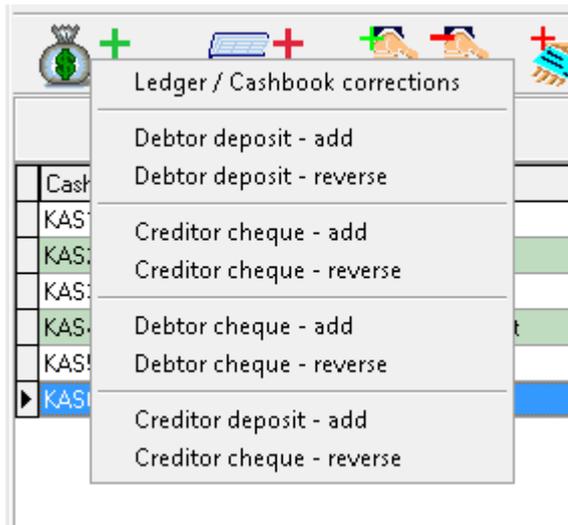
Step 2:

Click on the Deposit Correction button



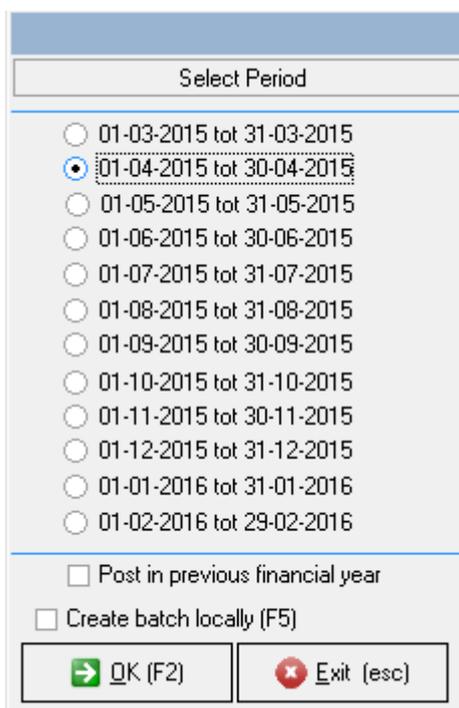
Step 3:

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

- Reconciled transaction
- Ignore reconciled transactions
- Ignore transactions with zero balance

Doc No.	Date	Account Name	Description	Detail	Amount	VAT
000000003	01-04-2015	Electronic\Elektronies		ACB CREDIT DISC SUP ACB	34593.59	0
000000004	01-04-2015	Credit Card\Kredietka		ACB CREDIT SPEEDPOI ACI	754.7	0
000000005	01-04-2015			ACB CREDIT BMW SUPP AC	88.8	0
000000009	02-04-2015	Credit Card\Kredietka		ACB CREDIT SPEEDPOI ACI	732	0
000000010	02-04-2015	Electronic\Elektronies		ACB CREDIT XXCCH000 ACI	1242	0
000000011	02-04-2015	Electronic\Elektronies		ACB CREDIT BON04582 ACE	289	0
000000014	07-04-2015	Electronic\Elektronies		ACB CREDIT 000750 ACB CF	366	0
000000015	08-04-2015	Credit Card\Kredietka		ACB CREDIT SPEEDPOI ACI	366	0
000000016	09-04-2015	Credit Card\Kredietka		ACB CREDIT SPEEDPOI ACI	466	0

OK Exit

OK (F2) Cancel

Step 7:

Choose the transaction from the list and click on OK

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	Electronic\Elektronies		ACB CREDIT DISC SUP ACB	34593.59	0
0000000004	01-04-2015	Credit Card\Kredietka		ACB CREDIT SPEEDPOI ACI	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 ACI	732	0
0000000010	02-04-2015	Electronic\Elektronies		ACB CREDIT XXCCH000 ACI	1242	0
0000000011	02-04-2015	Electronic\Elektronies		ACB CREDIT BON04582 ACE	289	0
0000000014	07-04-2015	Electronic\Elektronies		ACB CREDIT 000750 ACB CF	366	0
0000000015	08-04-2015	Credit Card\Kredietka		ACB CREDIT SPEEDPOI ACI	366	0
0000000016	09-04-2015	Credit Card\Kredietka		ACB CREDIT SPEEDPOI ACI	466	0

Ok Exit

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

Date: 01-04-2015

0000000005

Reason: Correction

	Posted Account	New Account	Posted Amount	New Amount	Posted VAT	New VAT	Description	Contra
I *	KAS3	KAS3	88.8	\$0.00	0	\$0.00	ACB CREDIT BMW SUPP 0458260 -7	00A000

88.80 \$0.00 0.00 \$0.00

OK (F2) Cancel

Step 9:

Click on Ok and then Post

Batch

Batch Options

General <input type="checkbox"/> Print cashbook batch	Debtors <input type="checkbox"/> Print statements <input type="checkbox"/> Print Summary Receipt
Cheque <input type="checkbox"/> Print Cheque Report	Creditors <input type="checkbox"/> Print remittance advices

 Return To Batch (F3)	 Post (F2)	Exit and Save (F4)	 Exit and Cancel (Esc)
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