

# Sage 200 Learning Pack

Session 1: Modifying your Transactions



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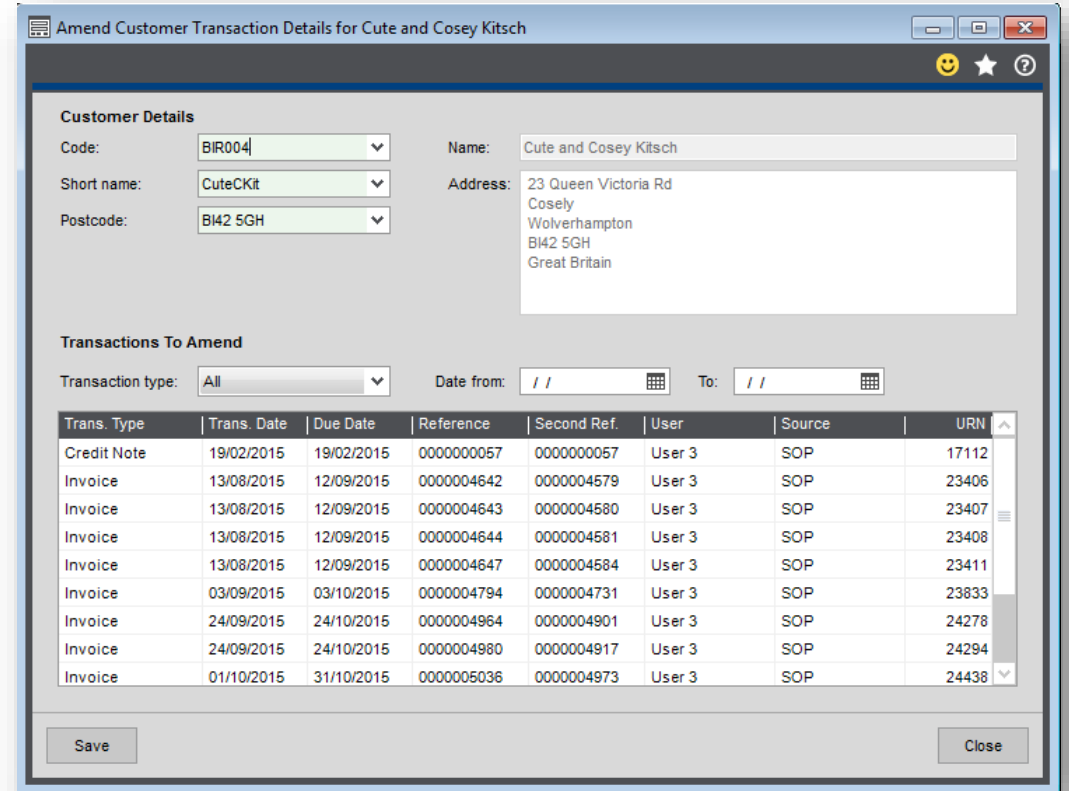


# Session 1a

## Amend Transactions

Amendments can be made to existing transactions, the amendments that you can make are however limited. From the Sales Ledger, select **Adjust Transactions > Amend Details**.

Use the drop-down lists and fields to select a Customer and a list of relevant transactions.



The screenshot shows a software window titled "Amend Customer Transaction Details for Cute and Cosey Kitsch". It contains the following sections:

- Customer Details:**
  - Code: BIR004 (dropdown)
  - Short name: CuteCKit (dropdown)
  - Postcode: BI42 5GH (dropdown)
  - Name: Cute and Cosey Kitsch (text field)
  - Address: 23 Queen Victoria Rd, Cosely, Wolverhampton, BI42 5GH, Great Britain (text area)
- Transactions To Amend:**
  - Transaction type: All (dropdown)
  - Date from: / / (calendar icon)
  - To: / / (calendar icon)
- Table of Transactions:**

Trans. Type	Trans. Date	Due Date	Reference	Second Ref.	User	Source	URN
Credit Note	19/02/2015	19/02/2015	0000000057	0000000057	User 3	SOP	17112
Invoice	13/08/2015	12/09/2015	0000004642	0000004579	User 3	SOP	23406
Invoice	13/08/2015	12/09/2015	0000004643	0000004580	User 3	SOP	23407
Invoice	13/08/2015	12/09/2015	0000004644	0000004581	User 3	SOP	23408
Invoice	13/08/2015	12/09/2015	0000004647	0000004584	User 3	SOP	23411
Invoice	03/09/2015	03/10/2015	0000004794	0000004731	User 3	SOP	23833
Invoice	24/09/2015	24/10/2015	0000004964	0000004901	User 3	SOP	24278
Invoice	24/09/2015	24/10/2015	0000004980	0000004917	User 3	SOP	24294
Invoice	01/10/2015	31/10/2015	0000005036	0000004973	User 3	SOP	24438

At the bottom of the window are "Save" and "Close" buttons.

From this window you have the ability to amend only the Due Date, Reference and Second Reference, all of the other fields are locked.

# Session 1b

## Reverse Transactions

You can reverse a transaction provided:

- It is unallocated
- It does not have a query flag set against it
- If it is a bank transaction, it has not been reconciled
- It is not an opening balance type transaction

From the Sales Ledger, select **Adjust Transactions > Reverse Transaction**.

Use the drop-down lists and fields to select a Customer and a list of relevant transactions.

Reverse Customer Transactions for Quality Counts Kitchens

**Details**

Code: BIR001 | Name: Quality Counts Kitchens

Short name: QualityC | Address: High Manse  
1 Ladywood Rd  
Chad Valley  
Birmingham  
B112 5DF  
Great Britain

Postcode: B112 5DF

**Reversible Transactions**

Trans. Type	Reference	2nd Ref.	Trans. Date	Value
Invoice	0000004481	0000004418	06/08/2015	1978.36
Invoice	0000004648	0000004585	13/08/2015	552.54
Invoice	0000004650	0000004587	13/08/2015	5166.38
Invoice	0000004687	0000004624	20/08/2015	552.07
Invoice	0000004735	0000004672	27/08/2015	2715.03
Invoice	0000004789	0000004726	03/09/2015	2160.15
Invoice	0000004793	0000004730	03/09/2015	64.37
Invoice	0000004868	0000004805	10/09/2015	4954.20
Invoice	0000004873	0000004810	10/09/2015	2684.36
Invoice	0000004963	0000004900	24/09/2015	941.16
Invoice	0000004973	0000004910	24/09/2015	2227.70

Reverse Close

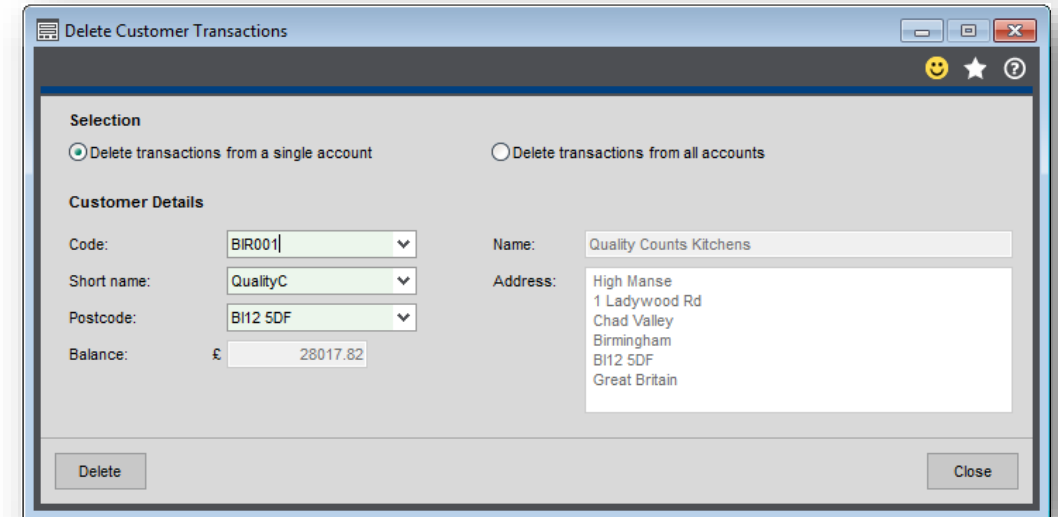
The routine will reverse the original entries made to the VAT file and Nominal Ledgers.

Please note that you cannot reverse a foreign currency transaction.

# Session 1c

## Delete Transactions

Certain transactions can be deleted. From the Sales Ledger, select **Adjust Transactions > Delete Transaction**



The screenshot shows a software window titled "Delete Customer Transactions". It features two radio buttons under the "Selection" heading: "Delete transactions from a single account" (which is selected) and "Delete transactions from all accounts". Below this is the "Customer Details" section, which includes several input fields: "Code:" with a dropdown menu showing "BIR001", "Short name:" with a dropdown menu showing "QualityC", "Postcode:" with a dropdown menu showing "B112 5DF", and "Balance:" with a text field showing "£ 28017.82". To the right of these fields is a "Name:" field containing "Quality Counts Kitchens" and an "Address:" field containing "High Manse", "1 Ladywood Rd", "Chad Valley", "Birmingham", "B112 5DF", and "Great Britain". At the bottom of the window are two buttons: "Delete" on the left and "Close" on the right.

You can choose whether to delete transactions from a single account or from all accounts.

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Richard Owens  
**Sage 200 Product Specialist**  
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