

Changes and Deletions to Accounting Lines Not Yet Posted

The ADJ POST = N

To Change an Entry:

1. Key a "C" in the Action Field.
2. Tab to the field to be changed.
3. Make the changes.
4. Press "ENTER".
5. If there are no errors, "ALL LINES CHANGED" will be displayed.

To Delete an Entry:

1. Key a "D" in the Action Field.
2. Press "ENTER".
3. All lines displayed on the screen will be deleted.
4. "ALL LINES DELETED" will be displayed at the bottom of the screen.

Adjustments to Previously Adjusted Lines That Were Posted

The ADJ POST = Y and there is a blank line on the screen

1. Key an "A" in the Action Field.
2. In the blank line, key the accounting line that is to be reversed.
3. Key a minus sign (-) before the amount which acts as a decrease to that line and press "ENTER".
4. The default balance will change.
5. With an "A" in the Action Field, key over the negative line and key in the correct cost structure (be sure the amount does not have the minus sign) and press "ENTER".

Note: **Do not key over the cost structure that was originally posted.** There is a systems glitch that shows this line as not being adjusted (caused when you hit enter in the previous step). This is not correct. That line was posted and once a line is posted, you cannot key back over it.

The ADJ POST = Y and there are no blank lines on the screen:

1. Key an "S" in the Action Field.
2. Go to the SEQ FIELD in the Adjustment Accounting Lines Section and key the last adjustment line that was posted.
3. "ENTER" to display the last adjustment line and a blank line.
4. Key an "A" in the Action Field.

5. In the blank line, key the accounting line that is to be reversed. Key a minus sign (-) before the amount which acts as a decrease to that line.
6. "ENTER". The default balance will change.
7. With an "A" in the Action Field, key over the negative line and key in the correct cost structure (be sure the amount does not have the minus sign) and press "ENTER".

Note: **Do not key over the cost structure that was originally posted.** There is a systems glitch that shows this line as not being adjusted (caused when you hit enter). This is not correct. That line was posted and once a line is posted, you can't key back over it without getting a fatal error.

Verifying Adjustments

When finished keying, scan the document to be sure the adjustments are correct.

HELPFUL HINTS:

The TOTAL ADJUSTMENTS column represents the total changes made from the default code.

The BALANCE (DEFAULT) displays the amount of money left in the original credit card default account.

The LAST SEQ number under the DEFAULT ACCOUNTING INFORMATION section displays the last line keyed.

If you are keying a non-referencing line, you can hit the down arrow and a tab after you key the amount to get to the first field of a new line.