

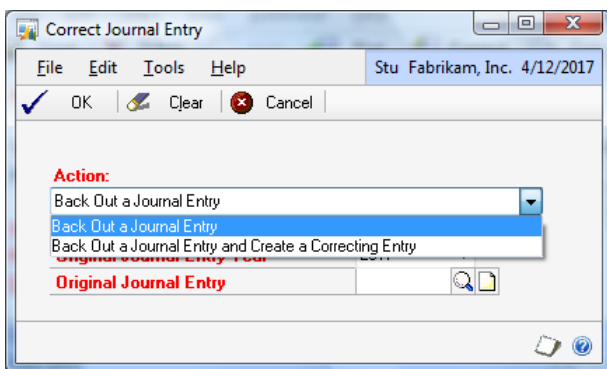
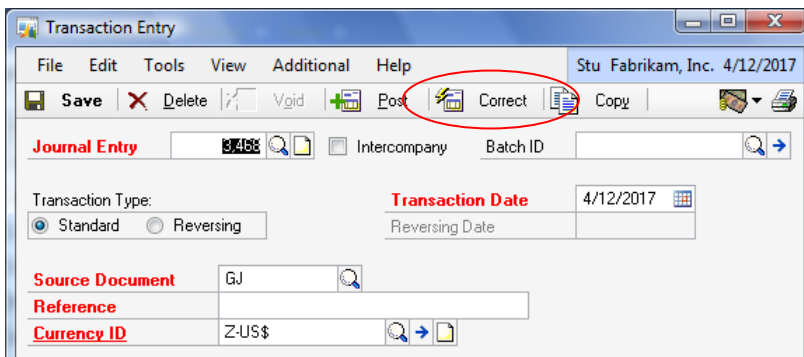
## Correcting Journal Entries

By Stuart Gamm

In version 8, GP first introduced the concept of correcting journal entries. After all, we are all human, and human beings occasionally make mistakes. How can you use this feature to make your life easier on those rare occasions when a mistake has been made?

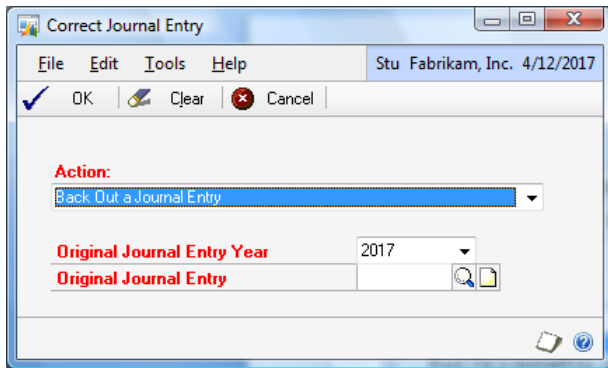
**NOTE:** Once an entry is posted in GP, it becomes a part of the permanent accounting records. The correcting entry does not remove this original entry. Rather, it removes the impact of the entry by automatically creating an un-posted entry that reverses the original entry and, optionally, creating an un-posted copy of the original entry, giving you the opportunity to make whatever corrections are necessary.

To start the process, simply click on the 'Correct' button on the General Entry window.

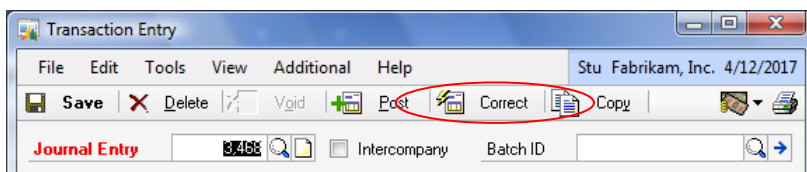


You will then have 2 options:

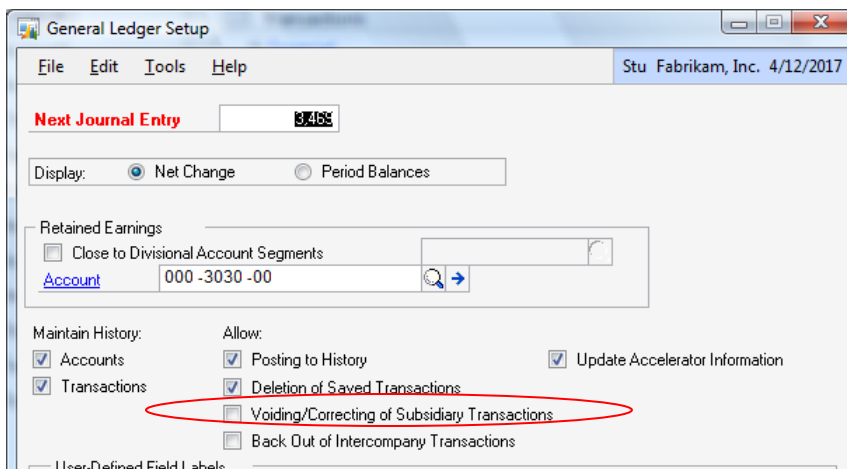
1. 'Back Out a Journal Entry.' This simply creates an entry that reverses the original entry.
2. 'Back Out a Journal Entry and Create a Correcting Entry.' This creates the reversing entry and a duplicate of the original entry, giving you the opportunity to make the necessary corrections.



Then simply enter the year and entry number of the entry to be corrected. It is useful if you know this in advance because the lookup can be slow – there are a lot of journal entries to look through! There is also a copy button that allows you to copy a posted entry that works the same way. Here again, it's best if you know the journal entry in advance.



The only variable with the correcting entries is the ability to correct entries that originated in other series, such as payables or receivables. Out of the box, you can only correct entries that originated as a journal entry because of the possibility of having the general ledger and subsidiary ledger out of sync. If you want to be able to correct entries that originated somewhere other than the general ledger, you need to open up the General Ledger Setup window.



By checking the box, 'Voiding/Correcting of Subsidiary Transactions,' users will be able to correct (or void, for that matter) entries that originated somewhere other than the general ledger. There is no password associated with this option, it is absolute. Either users can void them or they can't. The correct and copy features can be great time savers when you need them. Of course, in the case of the correct feature, let's hope you don't have to use it very often.