

Journal Entry Corrections

With Journal Entries updated to ledgers, whilst analysing the entries we can find that a particular entry has been posted in the wrong direction, 'Complete Reversal of Entries'. This type of error correction is illustrated on page 2.

Complete Reversal of Entries

Steps Required

1. Dataflow Tollbar
2. Ledger
3. Nominal
4. Accounts
5. Enquiry
6. Select 'Account'
7. Double click or click 'View'
8. Transaction 'Tab'
9. View by Period – Year or All
10. Find the Journal (JRN) Entry to be reversed
11. Right Click
12. Modify Batch
13. Right Click
14. Reverse Batch
15. Batch Totals
16. Update

This will reverse the direction of the value from + to – or – to +.

If there are multiple JRN lines with some correct entries then obviously flipping the whole batch is not the solution.

Individual lines can be 'modified'. Remember that Debit and Credits must match to be able to update JRN entries.

**** Page 2** provides an illustrative example of how the above routine will impact the General Ledger.

Positive Value posted to **Test**

Dataflow Nominal Ledger - [Nominal Account Enquiry]

Company: Miles Brown and Sons & Co. | View Balances | 31 December 2017

Currency	Code	Description	Type	Opening Balance	Balance Posted	Period Balance	F'wd Balance
	SUBS	Subscriptions	Profit & Loss	18,369.54	0.00	18,369.54	0.00
	SUSPENSE	Suspense Account	Balance Sheet	299.00	0.00	299.00	0.00
	SVCE CHGES	Service Charges	Profit & Loss	45,000.88	0.00	45,000.88	0.00
	TEST	Test	Balance Sheet	0.00	1,000.00	1,000.00	0.00
	TRANSPORT	Transport/Delivery Costs	Profit & Loss	92,534.80	0.00	92,534.80	0.00
	TRAVELEXP	Travel Expenses	Profit & Loss	32,160.53	0.00	32,160.53	0.00
USD	USDBANK	US Dollar Bank Accounts	Balance Sheet	2,274.19	0.00	2,274.19	0.00
	VATDUEEC	VAT due on EC transactions	Balance Sheet	0.00	0.00	0.00	0.00
	VATSPEC	Special VAT Account	Balance Sheet	0.00	0.00	0.00	0.00
	VATSTAND	Standard Rate VAT	Balance Sheet	-362,816.81	0.00	-362,816.81	0.00
	VATZERO	Zero rate VAT	Balance Sheet	0.00	0.00	0.00	0.00

Batch Reversed via **Modify Batch** - 'Reverse Batch without Drag and Drop'

Dataflow Nominal Ledger - [Preview: Page 1 of 1 (Nominal Journal Batch List)]

Report: Data

Miles Brown and Sons & Co. | Batch: 611 | Requested E on 1/12/17

Total Debits: 2,000.00 | Total Credits: -2,000.00

Nominal	Date	Reference	Description	Amount
TEST	1/12/17	00001	Reversal Test + to -	-1,000.00
BANK1	1/12/17	00001	Reversal Test + to -	1,000.00
TEST	1/12/17	00001	Reversal Test + to -	-1,000.00
BANK1	1/12/17	00001	Reversal Test + to -	1,000.00

Negative Value posted to **Test** after 'Reversal' (Reversal of Direction)

Dataflow Nominal Ledger - [Nominal Account Enquiry]

Company: Miles Brown and Sons & Co. | View Balances | 31 July 2017

Currency	Code	Description	Type	Opening Balance	Balance Posted	Period Balance	F'wd Balance	Current B
	STOCKISSUES	Non-Job Costing Stock Issues	Profit & Loss	199,950.89	0.00	199,950.89	0.00	199,
	STOCKWASTAGE	Stock Wastage on WOs	Profit & Loss	11,570.20	0.00	11,570.20	0.00	11,
	STOCKWRITEOFFS	Stock Write Offs	Profit & Loss	42,485.52	0.00	42,485.52	0.00	42,
	SUBS	Subscriptions	Profit & Loss	18,369.54	0.00	18,369.54	0.00	18,
	SUSPENSE	Suspense Account	Balance Sheet	299.00	0.00	299.00	0.00	
	SVCE CHGES	Service Charges	Profit & Loss	45,000.88	0.00	45,000.88	0.00	45,
	TEST	Test	Balance Sheet	0.00	0.00	0.00	-1,000.00	-1,
	TRANSPORT	Transport/Delivery Costs	Profit & Loss	92,534.80	0.00	92,534.80	0.00	92,
	TRAVELEXP	Travel Expenses	Profit & Loss	32,160.53	0.00	32,160.53	0.00	32,
USD	USDBANK	US Dollar Bank Accounts	Balance Sheet	2,274.19	0.00	2,274.19	0.00	2,
	VATDUEEC	VAT due on EC transactions	Balance Sheet	0.00	0.00	0.00	0.00	
	VATSPEC	Special VAT Account	Balance Sheet	0.00	0.00	0.00	0.00	
	VATSTAND	Standard Rate VAT	Balance Sheet	-211,272.00	-155,500.70	-366,772.70	3,955.89	-362,
	VATZERO	Zero rate VAT	Balance Sheet	0.00	0.00	0.00	0.00	

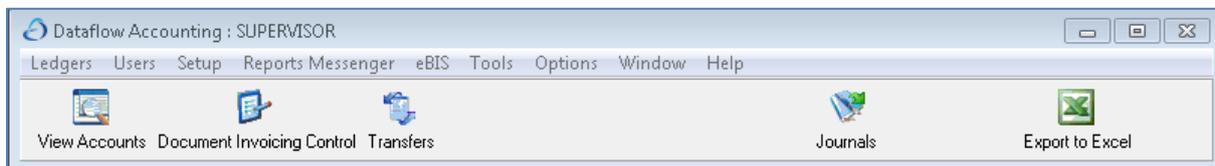
It may occur that a Journal Batch requires removing from the Ledger for a number of reasons.

As opposed to writing out the cancelling Journal, this can be achieved in Dataflow with a Drag and Drop routine.

Zero impact correcting Journal

Journal Speed Button:

1. Right Click on the Dataflow Speedbar (where Icons are found)
2. Configure
3. Drill down
Ledgers – Nominal – Transactions
4. Left Click and hold on Journals
5. Drag Journals onto the Speedbar



Open and Minimise Journals

Steps Required

1. Dataflow Tollbar
2. Ledger
3. Nominal
4. Accounts
5. Enquiry
6. Select 'Account'
7. Double click or click 'View'
8. Transaction 'Tab'
9. View by Period – Year or All
10. Find the Journal (JRN) Entry to be reversed
11. Hover over the Journal
12. Press control Ctrl on the keyboard and hold
13. Left click and drag the Journal up to the Journals Icon and drop into the Journals window which will pop up. (The Transaction must be a Journal (JRN))
14. Right Click on the Journals Window
15. Reverse Batch
16. Batch Totals
17. Update

Individual Lines can be modified by clicking Modify.

Page 4 provides an illustrative example of how the above routine will impact the General Ledger.

Negative Value position in Test

Dataflow Nominal Ledger - [Nominal Account Enquiry]

Company: Miles Brown and Sons & Co. | View Balances | 31 July 2017

Currency	Code	Description	Type	Opening Balance	Balance Posted	Period Balance	F'wd Balance	Current B
	STOCKISSUES	Non-Job Costing Stock Issues	Profit & Loss	199,950.89	0.00	199,950.89	0.00	199,
	STOCKWASTAGE	Stock Wastage on WDs	Profit & Loss	11,570.20	0.00	11,570.20	0.00	11,
	STOCKWRITEOFFS	Stock Write Offs	Profit & Loss	42,485.52	0.00	42,485.52	0.00	42,
	SUBS	Subscriptions	Profit & Loss	18,369.54	0.00	18,369.54	0.00	18,
	SUSPENSE	Suspense Account	Balance Sheet	299.00	0.00	299.00	0.00	
	SVCE CHGES	Service Charges	Profit & Loss	45,000.88	0.00	45,000.88	0.00	45,
	TEST	Test	Balance Sheet	0.00	0.00	0.00	-1,000.00	-1,
	TRANSPORT	Transport/Delivery Costs	Profit & Loss	92,534.80	0.00	92,534.80	0.00	92,
	TRAVELEXP	Travel Expenses	Profit & Loss	32,160.53	0.00	32,160.53	0.00	32,
USD	USDBANK	US Dollar Bank Accounts	Balance Sheet	2,274.19	0.00	2,274.19	0.00	2,
	VATDUEEC	VAT due on EC transactions	Balance Sheet	0.00	0.00	0.00	0.00	
	VATSPEC	Special VAT Account	Balance Sheet	0.00	0.00	0.00	0.00	
	VATSTAND	Standard Rate VAT	Balance Sheet	-211,272.00	-155,500.70	-366,772.70	3,955.89	-362,
	VATZERO	Zero rate VAT	Balance Sheet	0.00	0.00	0.00	0.00	

Batch Reversed - 'Reverse Batch Dragging and Dropping via 'hover' over Journals'

Dataflow Nominal Ledger - [Preview: Page 1 of 1 (Nominal Journal Batch List)]

Report | Data

Miles Brown and Sons & Co. | Batch: 603 | Request on 1/12/17

Total Debits: 1,000.00 | Total Credits: -1,000.00

Nominal	Date	Reference	Description	Amount
TEST	1/12/17	00002	Reversal Test to Zero via Drag and Drop	-1,000.00
BANK1	1/12/17	00002	Reversal Test to Zero via Drag and Drop	1,000.00

Zero Value position to Test after 'Reversal'

Dataflow Nominal Ledger - [Nominal Account Enquiry]

Company: Miles Brown and Sons & Co. | View Balances | 31 July 2017

Code	Description	Type	Opening Balance	Balance Posted	Period Balance	F'wd Balance	Curre
STOCKWRITEOFFS	Stock Write Offs	Profit & Loss	42,485.52	0.00	42,485.52	0.00	
SUBS	Subscriptions	Profit & Loss	18,369.54	0.00	18,369.54	0.00	
SUSPENSE	Suspense Account	Balance Sheet	299.00	0.00	299.00	0.00	
SVCE CHGES	Service Charges	Profit & Loss	45,000.88	0.00	45,000.88	0.00	
TEST	Test	Balance Sheet	0.00	0.00	0.00	0.00	
TRANSPORT	Transport/Delivery Costs	Profit & Loss	92,534.80	0.00	92,534.80	0.00	
TRAVELEXP	Travel Expenses	Profit & Loss	32,160.53	0.00	32,160.53	0.00	
USDBANK	US Dollar Bank Accounts	Balance Sheet	2,274.19	0.00	2,274.19	0.00	
VATDUEEC	VAT due on EC transactions	Balance Sheet	0.00	0.00	0.00	0.00	
VATSPEC	Special VAT Account	Balance Sheet	0.00	0.00	0.00	0.00	
VATSTAND	Standard Rate VAT	Balance Sheet	-211,272.00	-155,740.70	-367,012.70	3,955.89	
VATZERO	Zero rate VAT	Balance Sheet	0.00	0.00	0.00	0.00	