

HelpSheet015.



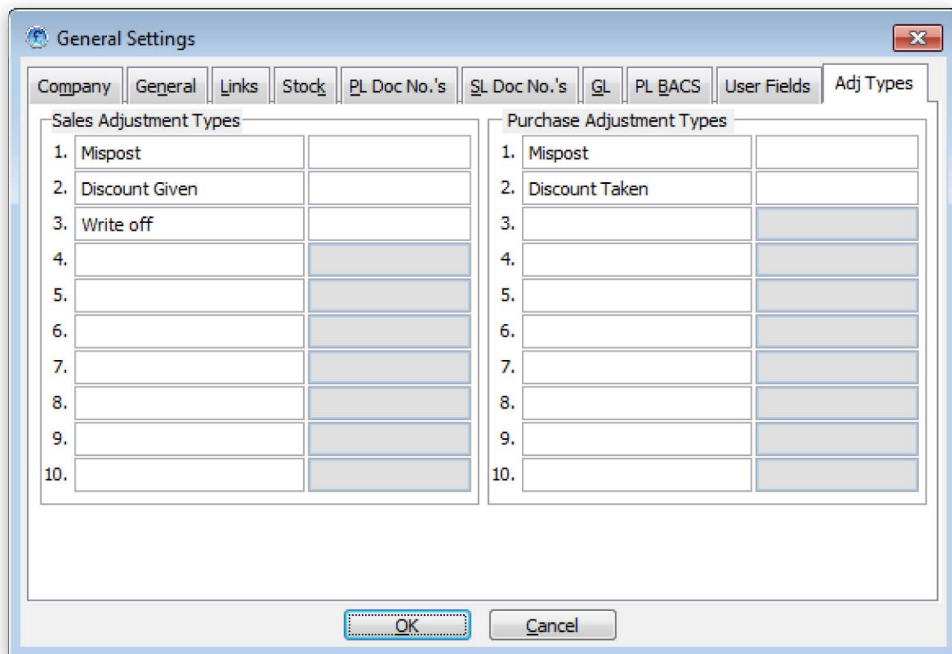
KCPOS

KC Back Office Accounts - Sales & Purchase Ledger Adjustment Transaction Types.

Following a review of our support calls an account management feedback we have compiled this help sheet to clarify the processes involved in the new KC Back Office Accounts Adjustment transaction type transactions.

General Settings

Within the general settings you are now able to configure up to 10 sales ledger and 10 purchase ledger adjustment “types” and associated each adjustment type to a general ledger code (if you have the back office general ledger module enabled)



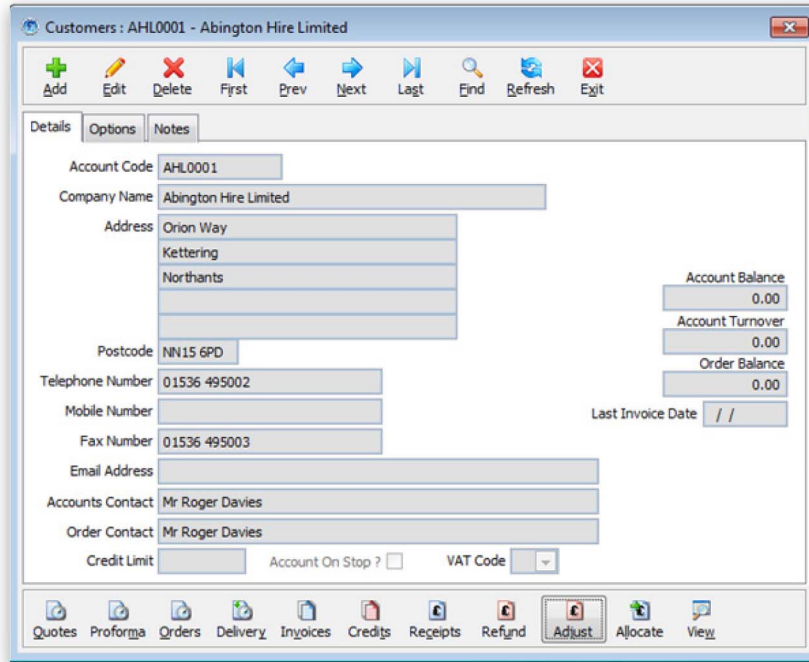
The screenshot shows a 'General Settings' dialog box with several tabs: Company, General, Links, Stock, PL Doc No.'s, SL Doc No.'s, GL, PL BACS, User Fields, and Adj Types. The 'Adj Types' tab is active, displaying two tables for configuration.

Sales Adjustment Types		Purchase Adjustment Types	
1.	Mispost	1.	Mispost
2.	Discount Given	2.	Discount Taken
3.	Write off	3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.		10.	

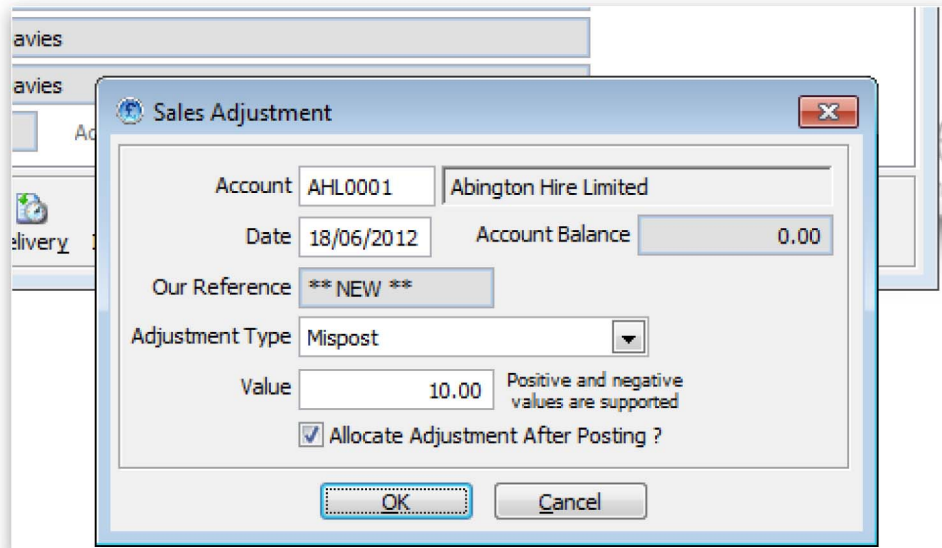
At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

Customer and Supplier Screens

Within the customer and supplier screens is a new option called "Adjust"



On selecting this option (you will need to have been given user security rights to do so) the user will be able to enter details of the adjustment to post, either positive or negative in value and the appropriate adjustment type can also be selected.



These adjustment transactions can then be allocated in exactly the same way as any other transaction on the system, but these transactions allow for the posting of things like discounts taken, miss-posts, adjustment to ledger accounts etc without the need for using invoices/credits/receipts or refunds.