

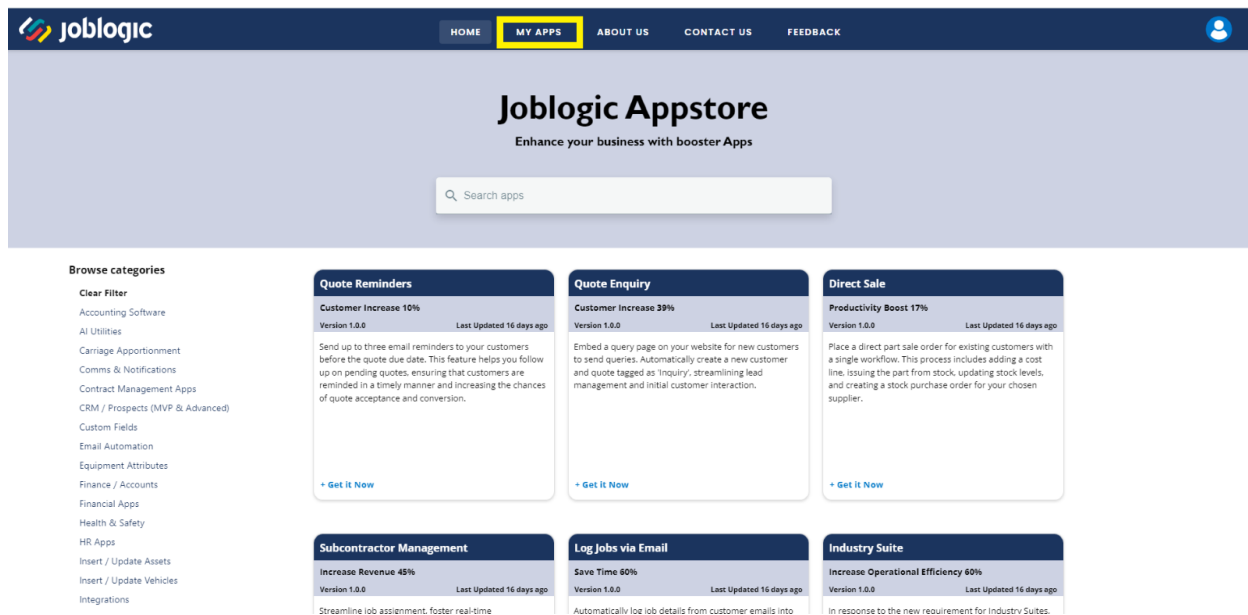
Revert Accounting Transactions

Introduction

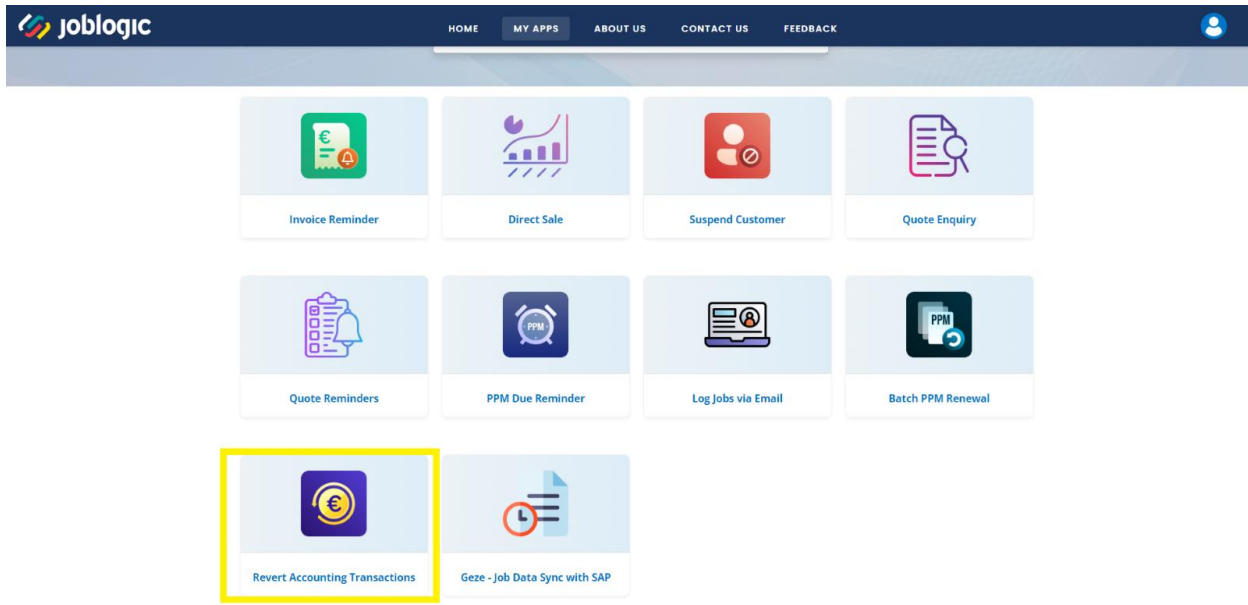
The Revert Accounting Transactions App will aid in improving the accuracy and flexibility of your financial reporting. This simple but powerful tool allows users to revert and reintegrate transactions made via Joblogic reports and mark invoices already set as 'passed to the accounts package' as 'not passed'. This user guide will detail the Revert Accounting Transactions App and how to use it.

The Revert Accounting Transactions App

From the Home page of the Joblogic Booster AppStore, navigate to 'My Apps'.



Select the 'Revert Accounting Transactions' App.



Select the report that you wish to revert the transactions for and use the date range filters to refine the transactions to be reverted.

Note: the date range must be within the last 30 days.

The screenshot shows the 'Revert Accounting Transactions' form. At the top, there are two dropdown menus: 'Report Name' (set to 'Sage 200 Sales Invoice export') and 'User Name' (set to 'Please select an option...'). Below these is the 'Export Date' section, which is highlighted with a yellow box. It contains two date pickers: '06/29/2024' and '07/29/2024'. A note below the date pickers states: 'Please select the date range in the last 30 days.' To the right of the date pickers are buttons for 'Reset Filter' and 'Search'. Below the form is a table with the following columns: ID, AccountNumber, GoodsValueInAccountCurrency, DocumentToBaseCurrencyRate, and DocumentToAccountCur. The table contains four rows of data. At the bottom of the table, there are pagination controls showing '1' of 10 results per page. Below the table, it says 'You have selected (0) items' and there is a 'Process' button.

ID	AccountNumber	GoodsValueInAccountCurrency	DocumentToBaseCurrencyRate	DocumentToAccountCur
<input type="checkbox"/> c8ab167c-dc54-453d-891c-61e3055d0a21		9.4600	1	1
<input type="checkbox"/> cb3da7e6-f973-4bb2-b76f-2bc0dedd665c		9.4600	1	1
<input type="checkbox"/> d313572b-0ec6-45c6-a6cc-16c12c5da6a4		100.0000	1	1
<input type="checkbox"/> f5091973-47a3-4881-b614-06fa8fbc03		2222.2000	1	1

Select the transactions to be reverted via their applicable tick boxes. All transactions on the page can be selected or unselected at once via the select all tick box.

Click 'Process' and a confirmation box will appear.

joblogic

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Revert Accounting Transactions

Report Name: Sage 200 Sales Invoice export User Name: Please select an option

Export Date: 06/29/2024 07/29/2024

Please select the date range in the last 30 days.

Reset Filters Search

ID	AccountNumber	GoodsValueInAccountCurrency	DocumentToBaseCurrencyRate	DocumentToAccountCur
<input checked="" type="checkbox"/>	c8ab167c-dc54-453d-891c-61e3055d0a21	9.4600	1	1
<input checked="" type="checkbox"/>	cb3da7e5-f973-4bb2-b76f-2bc0dedd665c	9.4600	1	1
<input checked="" type="checkbox"/>	d313572b-0ec6-45c6-a6cc-16c12c5da6a4	100.0000	1	1
<input checked="" type="checkbox"/>	f5091973-47a3-4881-b614-06a5ffbc03	2222.2000	1	1

1 10 Results per page

You have selected (1) items

Process

Select 'Confirm' to revert the selected transactions.

Confirm

Are you sure you would like to reverse 1 of the transaction(s)?

Cancel Confirm

Once confirmed, the selected transaction status will be reverted.