

CORRECTING MISTAKES



Paxton is very forgiving if a transaction is booked in error. All transactions within an open accounts period can be amended or deleted.

The following procedure would be used to rectify a mistake made in any type of transaction. As an example, suppose that a Receipt Input between the Bank Account and the Donations Account, had been entered in error. This could be rectified as follows :-

- In Transaction Enquiry, select the bank account used or the donations received account.
- Find the transaction entered in error. You can narrow down the displayed transactions by date or by type. Double click in the "*" column against the transactions line of the erroneous transaction to display it.
- Press the Change button. You will only see the Change button if the effective date is after your 'finished to' date.
- Select whether you wish to Delete the transaction or Change the transaction. If you select Delete, then the current transaction will be deleted after confirmation that you wish to do so. If you select Change, then the details will remain on the screen for you to amend i.e. correct the mistake BUT make sure that you Confirm and Record the amended transaction otherwise it will be lost.