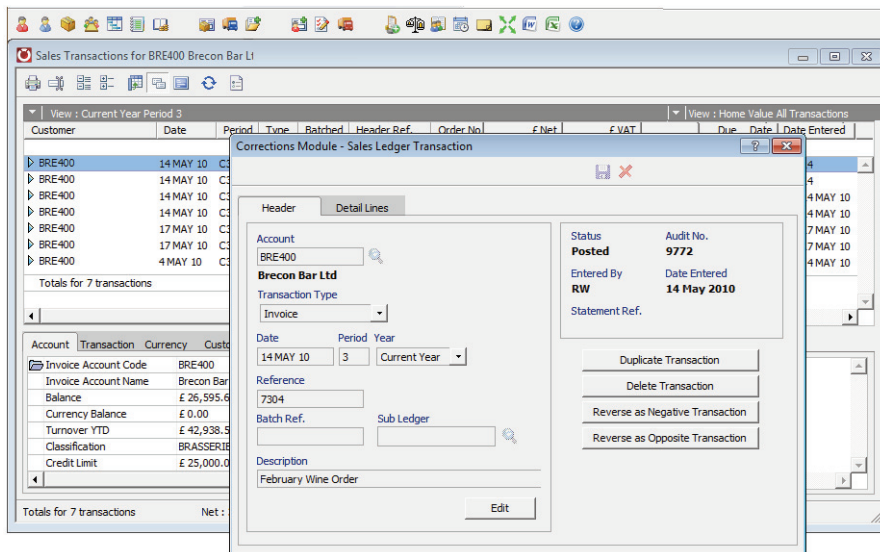


Corrections

We all make mistakes from time to time. The most important thing is being able to make corrections quickly, easily and clearly. Corrections module is a simple solution that enables you to make amendments to posted transactions in all parts of your system - without having to go through a lengthy corrective process. You have complete control over who has access to this facility and what changes they can make. For peace of mind, the Corrections module also allows you to set up audit trails for any field on any record on your system.



Save time, gain control: Corrections module enables you to make changes to posted transactions in all parts of your system without needing to undergo time-consuming reverse entries. Controlled user access provides complete security over the changes you can make.

What can I change?

With the Corrections module installed, your authorised users can make changes to posted transactions in all parts of the system. Just some of the things you can change include: transaction dates, references, analysis codes, values and costing details. Business rules are enforced, so if an invoice is allocated to a payment, values can't be changed. Likewise, if it has been updated on a VAT return.

Audit trail

You can add additional audit trails to any field on any record in the system. This allows audit trails to be set up for sensitive data such as bank details, and sort keys to be enabled so that additional alerts or reporting can be performed.

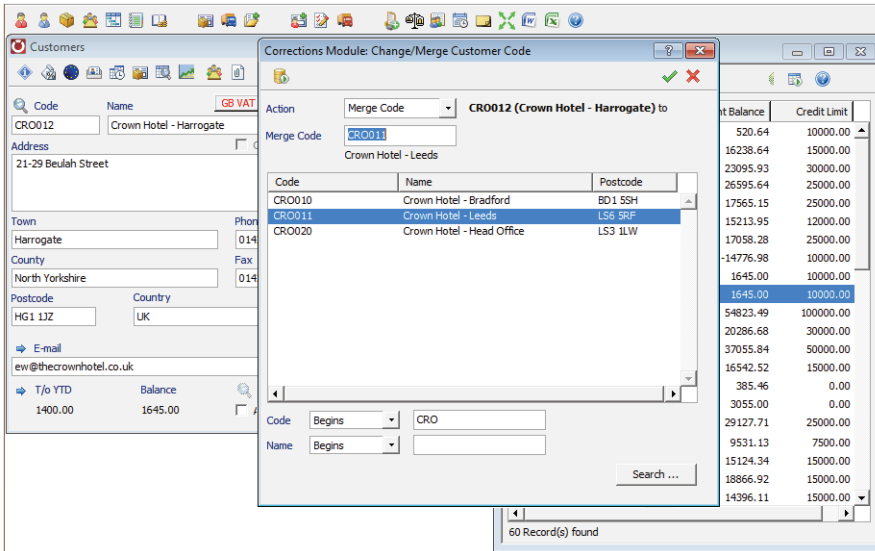
Coding structures

With this facility installed, you can easily change these coding structures throughout the system. The software can be used to either change or merge account codes together. When changing codes, this can be done individually or in bulk, which allows all records (e.g. customers, suppliers, nominal) to be changed in one go. All the associated transactional history and references are automatically changed to the new codes.

On merging codes, all corresponding transactions are merged accordingly; to the end user, it will appear as though only one code ever existed. This makes it easy to accommodate changes in structure or simply to clean up duplicate records e.g. supplier accounts created in error. A powerful audit trail gives you complete visibility over which changes have been made.

Key benefits

- Correct mistakes made in any part of the system
- Eliminate time-consuming corrective transactions
- Change and merge coding structures quickly and easily
- Clean up duplicate records
- Control user access and privileges
- Track all changes made through powerful audit trails
- Add additional audit trails for sensitive data e.g. bank details with optional alerts and reporting



Merging codes: the Corrections module makes merging customer codes a quick and simple process; with this module installed, you can easily change coding structures throughout your system.

Security settings

The Corrections module is very useful – but it's very powerful too!

For peace of mind, security settings are paramount. As a default, only the Administrator can decide which users have access to the tool, e.g. for which module/s in your system, and the type of records and transactions they can correct.

An audit trail of changes is provided, confirming a full list of who made the change, when, the detail of the original data and the change that has been made.

Setup

This module is easy to apply and will self-install into your Access solution, so can be carried forward with any future upgrades carried out.

Who we are

Access UK is a specialist software developer and consultancy business with over 20 years' experience. Our team of expert accredited consultants operate across the UK and Ireland. Aside from an impressive array of software awards, we're also ranked 85th in The Sunday Times 100 Best Companies to Work For 2011.

Proudly independent, all our software is developed in the UK, supported locally and accessible globally. Our solutions take a whole-company approach, aiming to cut through complexity and increase efficiency. At every level.

Already field-leaders in accounting and finance, Access also offers solutions for manufacturing and distribution, professional services

automation, carbon emissions measurement, reporting, payroll, document management, service management and CRM.

Further information

For further information on the Access software portfolio, please telephone us on **01206 322575**, email **info@theaccessgroup.com** or, alternatively, visit our website at **www.theaccessgroup.com**