

# Correcting Payments that Post without the Year

## What It Does

If you're using a software version prior to 4.C, payments that you post through the (BQ) screen for the year 2000 will have incorrect year information. They may have no year at all, or they may have an incorrect year, such as 10. A posting for 01/15/00, for example, may show a date of 01/15, or a date of 01/15/10.

If you encounter this issue, the following instructions explain how to correct it.

## How to Do It

- 1 Go to the (+) screen, and select the [B] Modify A/R Records function.
- 2 At C=Change Date ...V=Verify Customer Nbr, type **C**
- 3 At Enter Date to Select On, type the date you made the postings for, including the incorrect year. If you were posting payments for 01/15/00, using our earlier example, type 01/15/ or 01/15/10, depending on the type of error you experienced. See the figure at right.

- 4 At Enter Date to Change To, specify the correct date for the posting. Using the same example, you would type 01/15/00.
- 5 At Select By Invoice, type **N**
- 6 At P=Print, V=View Only, enter the appropriate response:

```
16:58:17                                A/R SPECIALS                                12/09/99  
  
C=CHANGE DATE, S=SELECT DATE, V=VERIFY CUSTOMER NBR ?C  
  
ENTER DATE TO SELECT ON (01/15/ )  
ENTER DATE TO CHANGE TO (01/15/00)  
SELECT BY INVOICE Y/N ? N  
P=PRINT, V=VIEW ONLY ?VP                PRINTER [P1]  
ARE YOU SURE (Y/N) ?Y
```

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**P** Print a report listing each change made.

**V** View the changes on screen, without printing a report.

If you specify **V**, go to **Step 8**.

- 7** If you specified **P** at P=Print, V=View Only, the system displays the Printer prompt. Accept the default printer by pressing RETURN, or specify another printer.

**8** At Are You Sure, type **Y**

**9** When the system finishes processing postings, it displays the credits, debits, and total for the postings it corrects. It also displays the message Any Key to Continue.

Press RETURN.

**10** When C=Change Date ...V=Verify Customer Nbr appears again, you can correct postings for another date, or press ESC until the Master Menu appears.