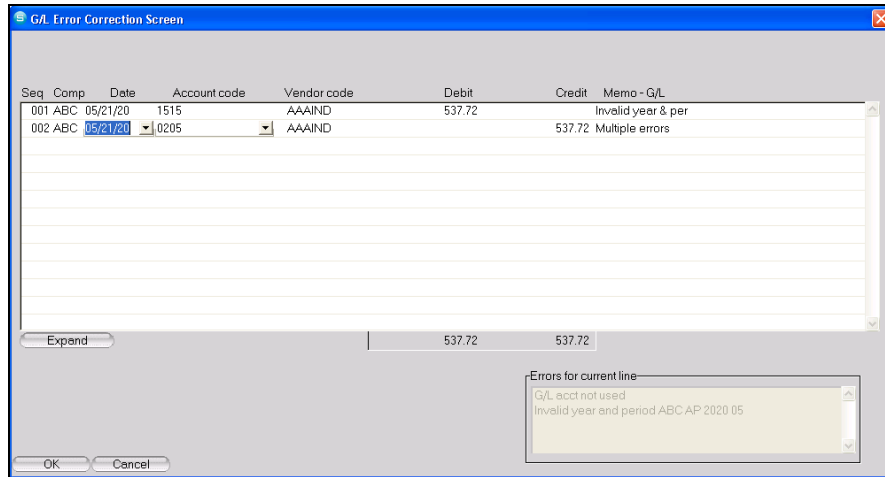


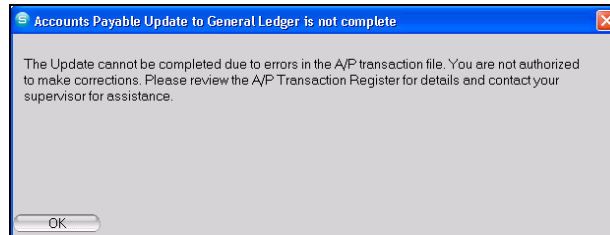
Understanding the G/L Error Correction Screen

The G/L Error Correction Screen catches problems in General Ledger transactions. This screen displays automatically if any errors are encountered during the printing of certain G/L update reports. Use this screen to make any necessary corrections before proceeding with the report printing and update. The **Errors for current line** box helps you locate errors that need correcting, and clicking the **Expand** button displays the year and period associated with the transaction date.



The posting report states: "G/L account errors have been encountered. All errors must be corrected before proceeding."

When users do not have level 8 security for that module, they will see the following message:



As users do not have adequate security to correct these errors, it is recommended that they review the update report. Searching for the word ERROR will help identify the records in question. They will then need to contact their supervisor for assistance.

Updates with the G/L Error Correction Screen (as of v13)

- A/P Invoice/Credit Memo Entry / Update
- A/P Reverse Open Invoice Entry / Update
- A/P Payments G/L Update
- A/R Invoice/Credit Memo Entry / Update
- A/R Cash Receipts / Adjustments Entry / Update
- HR Vac/Hol/Sick G/L Accrual Report/Update
- HR Reverse Vac/Hol/Sick G/L Accrual / Update
- IC Inventory Transaction Update
- PR Update Payroll

Making Corrections

Errors shown on this screen must be corrected before the update can be completed. Corrections can be made on this screen, or you may cancel out in order to make changes elsewhere in Spectrum to correct the problem. The following chart explains the different types of errors as well as suggestions on how to clear the error.

Error Message	Indicates	Suggestions on How to Resolve
INVALID G/L ACCOUNT	The G/L code entered <i>does not exist</i> in the General Ledger Master file.	Options include: <ul style="list-style-type: none"> • Change to an existing G/L code. • Exit the screen; in G/L, set up the code. • Add the code on the fly (appropriate security required).
G/L ACCT NOT USED	G/L code does not have an Active or Inactive status.	Options include: <ul style="list-style-type: none"> • Change to an Active or Inactive G/L code. • Exit the screen; in G/L, change the status on the code. • Change the code on the fly (appropriate security required).
INVALID YEAR & PER	Transaction not within processing dates.	Check the processing dates in all companies that the payroll posts to. One Step Update: Cancel the update, review posting dates and restart the update. Two Step Update: Open the date range to allow the transaction to post through. As the G/L is always the second update, we recommend that you allow the transactions to post in order to keep the other modules in balance with the G/L. <i>Note: In the event that this is an incorrect G/L period, make a manual journal entry to reclassify to the correct period.</i>
G/L ACCT/COST CENTER MISMATCH	The G/L code used is not allowed for this cost center.	Options include: <ul style="list-style-type: none"> • Cancel the update and add this cost center to the G/L code. • Add the cost center to the G/L code on the fly (appropriate security required).

The G/L Error Correction screen is disabled when the **post to G/L** check box on the General Ledger Installation screen is cleared for a specific module.

For audit purposes, changes made in this window are recorded in a log file during the update to G/L. The G/L Error Correction Change Log is located on the General Ledger | Period End menu.