OLAS Quick Guide To
Transaction Amendments and Cancellations

INTRODUCTION

Once a transaction has been entered onto OLAS it is possible to amend some details. If the details cannot be amend or payment is no longer required the transaction can be cancelled. The process only applies to transactions that not been paid. It is advisable to have the original documents to hand as any action taken must be recorded on the Batch cover.

TRANSACTION AMENDMENT

OLAS Data Entry Officers can only amend the following

- Invoice Number
- Invoice Date
- Due Date
- Received dates
- User Data
- Enclosure and Disputed

From the Main Menu Select **Purchase Ledger > Data Entry> Transaction Maintenance > Amendment**
For school users Main Menu Select **Purchase Ledger > Transaction Amendments**

Once entered in OLAS each transaction is allocated a unique **System Reference number**. Use his number to search for your transaction**.** This will ensure that <u>only</u> your transaction will be displayed and eliminates the possibility of selecting the wrong transaction.

- Enter the **System Reference number** in the System Reference field. Click **OK**

The **MGDF- Transaction Amendment List** Screen will be displayed.

- The name and address of the supplier will be displayed in the **Selection** section and details of the transaction will be displayed below in the **Transaction Amendment List** section.

- These details must match the details of the transaction that you intend to amend. If they match, click into any cell and then on the Amend Icon.

The **MGDG - Transaction Amendment** screen will appear and below is a description of the fields that can be amended.

Reference	Invoice or Credit Note number
Receive Date	Date invoice or Credit note was received
Date	Date as displayed on Invoice or Credit Note
Due Date	Date payment is due
Gross Amount	Gross or total amount of invoice or Credit Note
Tax Amount	VAT as displayed on Invoice or Credit Note
User Data	This is not a mandatory field but data entered must be meaning full
Disputed Y/N	If the invoice is late due to a dispute with the supplier a Y must be added and an audit trail present.
Enclosure	Enter a Y if the supplier is paid by cheque and you want to use the enclosure procedure

TO AMEND Click in the field that you need to amend, over type the data and update. If you receive a warning message read the message carefully as the update will not be completed until the appropriate action has been taken.

If your authoriser has asked you to make an amendment, sign and date the amendment section on the batch cover.

If you identified the error, or a member of the OLAS team has asked you to make an amendment, you will need to locate the batch that the invoice came from and make a note of your actions on the Batch cover.

TRANSACTION CANCELLATIONS

If any of the following data has been entered incorrectly, the transaction will have to be Cancelled
- Supplier
- Monetary Values (Total, Gross and or VAT)
- Financial Codes (Cost Centre and or Subj)
- Item Description

From the Main Menu Select **Purchase Ledger > Data Entry> Transaction Maintenance > Cancellation**
For School users **Main Menu Select Purchase Ledger > Transaction Cancellation**

Once entered in OLAS each transaction is allocated a unique **System Reference number**. Use his number to search for your transaction**.** This will ensure that only your transaction will be displayed and eliminates the possibility of selecting the wrong transaction.

Click on the **OK** button The **MGDD - Transaction Cancellation List** will be displayed
- The name and address of the supplier will be displayed in the **Selection** section and details of the transaction will be displayed below in the **Transaction Cancellation List** section.
- These details must match the details of the transaction that you intend to cancel.
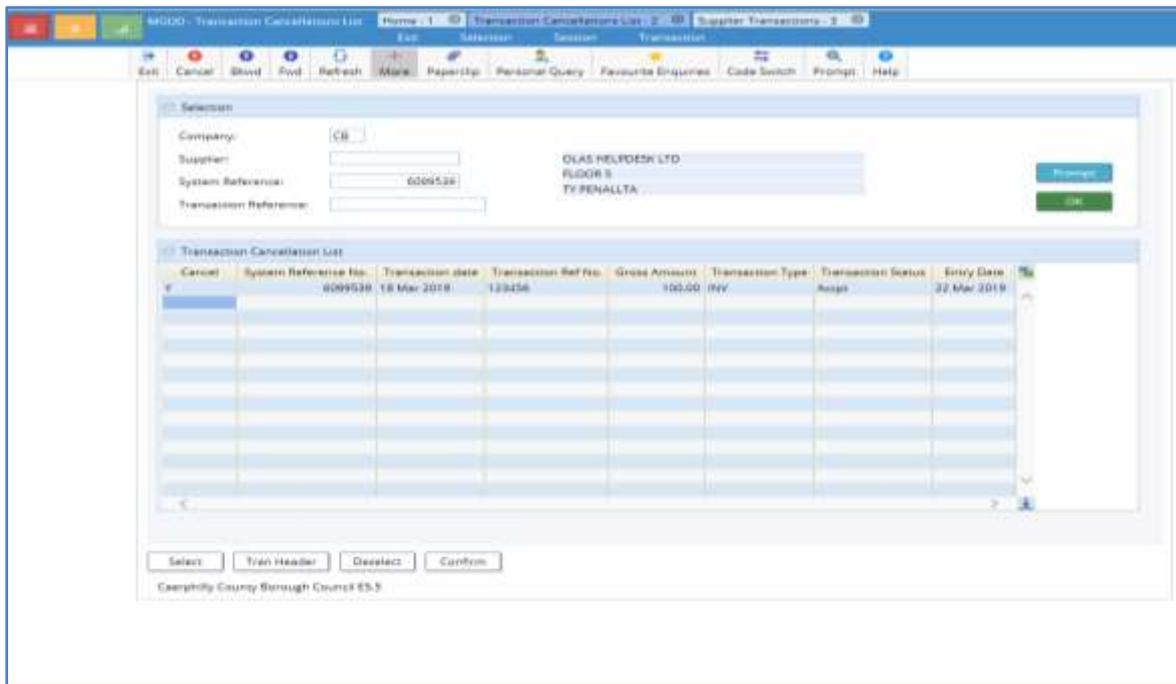
TO CANCEL

- Click on the **SELECT** button and a **Y** should appear in the cancel column.
- Click the **CONFIRM** button. This is your last opportunity to check and ensure that you have selected the correct transaction. To view the transaction details you may have to drag the MGDE Selection window to one side.
- Click **EXIT** if you do not want to cancel this transaction or to cancel Click **CONFIRM** again.
- The Transaction will be highlighted in orange and OLAS will display a green message – GDD19: Cancellation request issued successfully.
- The transaction will not be deleted from the system, but will have a status of CANC.

To maintain an audit trail of your actions make a note on your batch cover indicating why you have cancelled the transaction.

If you need to re-enter,

- Remove the paper document from the batch. Do not replace the batch cover but start your audit trail by making a note on the existing batch cover. Outline why you cancelled and removed the original paperwork.
- Re-batch and re-enter.
- When the new **Batch Number** and **System Ref Number** has been generated, complete your audit trail by adding these details on the original batch cover before forwarding the current batch for authorisation.

For further information or assistance please contact OLAS Helpdesk
☎ **01443 863103 or** ✆ **olashelpdesk@caerphilly.gov.uk**