

Rectifying journals in Pegasus Opera 3 allows you to correct errors in the Nominal Ledger after they have been posted. This feature is useful for adjusting entries where incorrect accounts, cost centres, projects, or departments were used, or when a journal was posted to the wrong period.

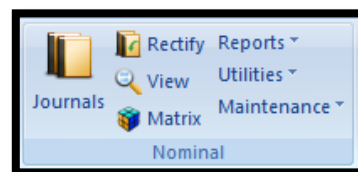
Steps to Rectify a Journal in Pegasus Opera 3:

Access the Nominal Ledger:

Navigate to the Nominal Ledger module within Pegasus Opera 3.

Locate the Rectify Option:

In the Nominal Ledger, select the 'Rectify' command.

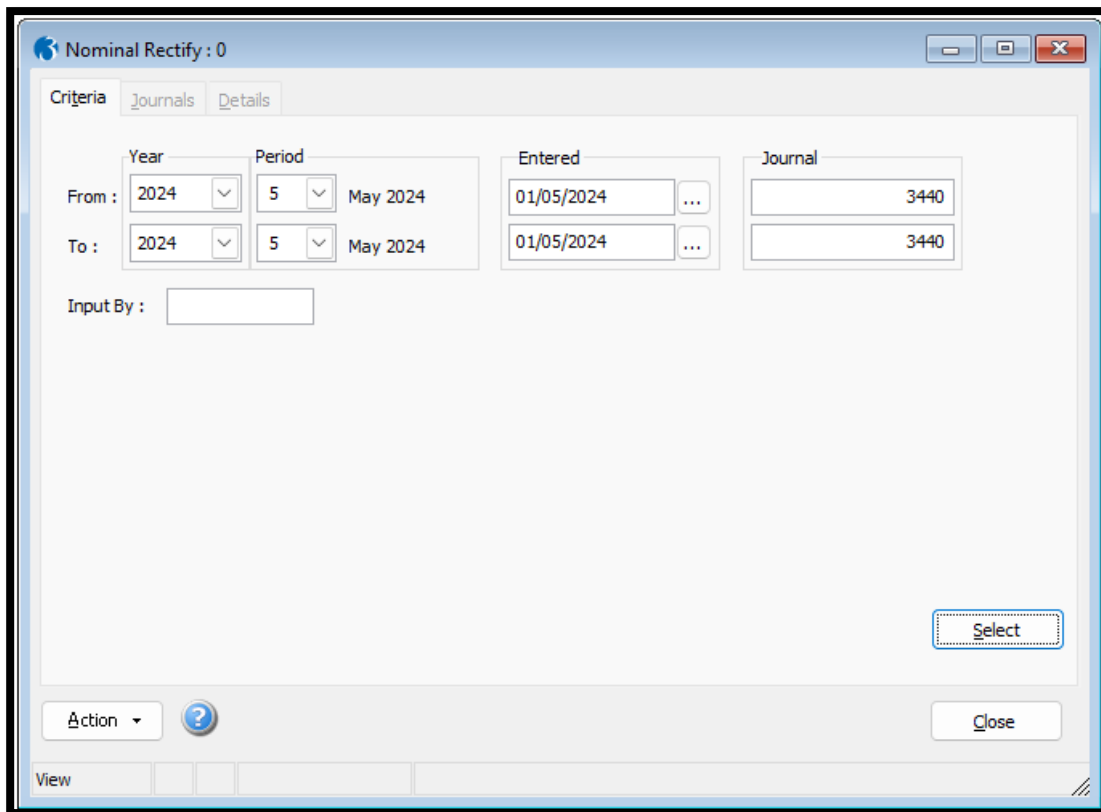


Find the Journal to Rectify:

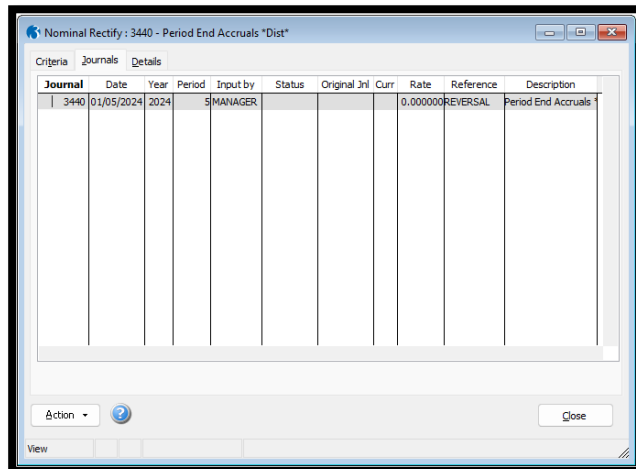
By entering the criteria in which the journal sits and hitting the Select button.

A list of posted journals will be displayed.

Choose the journal entry you wish to correct.

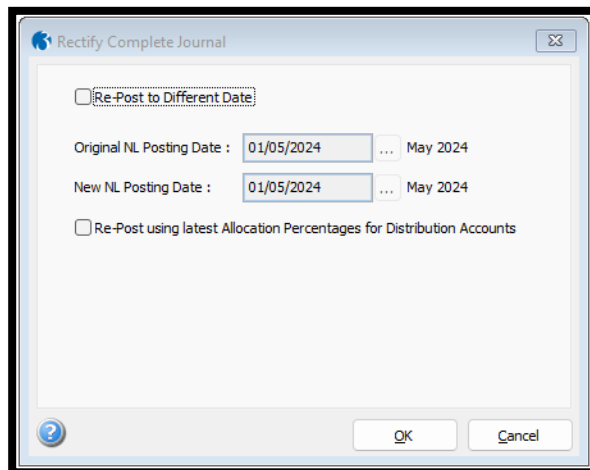


A screenshot of the 'Nominal Rectify: 0' dialog box. The dialog has tabs for 'Criteria', 'Journals', and 'Details'. The 'Criteria' tab is active. It contains fields for 'From' and 'To' (Year and Period), 'Entered' (Date), and 'Journal' (Account). The 'From' and 'To' fields are set to '2024' and '5' (May 2024). The 'Entered' field is set to '01/05/2024'. The 'Journal' field is set to '3440'. There is an 'Input By' field. A 'Select' button is at the bottom right. At the bottom left, there is an 'Action' dropdown and a 'Close' button.



Rectify the complete Journal:

Select F6 or Action



Re-Post to Different Date:

If ticked the journal is posted again to the period and year that correspond to the date entered in the NL Posting Date box.

NL Posting Date:

The date used to update the Nominal Ledger. This box is enabled if the Re-Post to Different Date box is ticked.

Re-post Using Latest Allocation Percentages for Distribution Accounts:

This is displayed only if the journal was posted to a distribution account. If ticked, the journal will be reposted to the cost centre accounts using the percentages defined on the distribution account rather than those used on the original transaction.

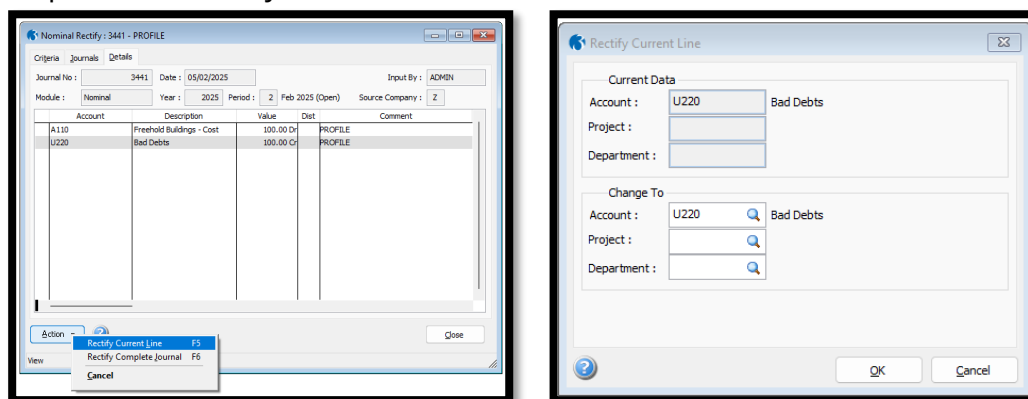
Re-post with modified Exchange Rate:

This is displayed only for foreign currency journals. The original exchange rate is displayed, plus a box so you can enter the new exchange rate if this option is ticked.

Amend Line/ Lines on the Journal:

The Nominal Ledger Rectify command is used to change journal details after they have been posted. There may be occasions when a mistake has been made in a journal that is only noticed after it has been posted. For example, the wrong account or cost centre may have been used or a journal may have been posted to the wrong period. You can modify the account or cost centre on a journal line. If you use the Advanced Nominal Ledger, you can modify the additional dimensions, for example the project or department. You can also undo an entire journal posting and, if required, post it again to another period.

When an individual journal line is rectified, two new journal lines are posted using the same date and period as the original journal line. The first new journal line reverses the details on the original journal line using the same account, cost centre, project or department. The second new journal line is posted using the new account, cost centre, project or department. The original journal line is not changed. It remains on file in its original state so that a complete audit trail of journal details is retained.



Save and Confirm:

After making the necessary adjustments, save the changes.

The system will post two new journal lines: one reversing the original entry and another with the corrected details.

By following these steps, you can ensure that your Nominal Ledger remains accurate and up to date, reflecting any necessary corrections to previously posted journals.

For further information please see the F1 Help within the product by selecting the Help symbol.
Displayed on the rectify Journal pages.

