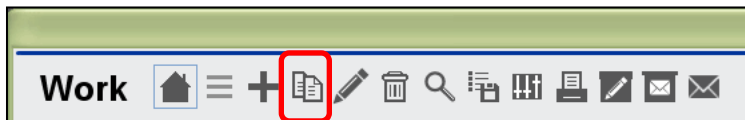


Posted work records cannot be edited, but it is still occasionally necessary to make corrections on posted work. This can be easily achieved using the tools already provided within the AwareManager database.

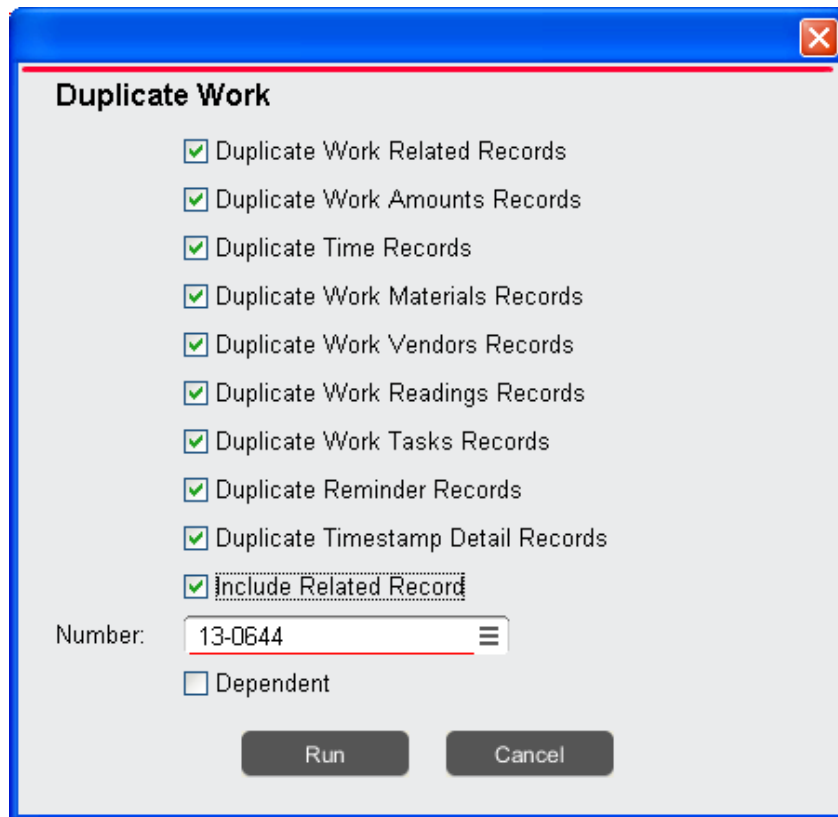
This process provides a clear paper trail that accomplishes three things: preserving the original record, negating the incorrect information, and providing correct information.

To negate the incorrectly posted work:

1. Open the posted work record for which you would like to make corrections.
2. Click the **Duplicate Work** button in the operations menu at the top of the work record:



3. In the resulting pop-up box labeled "Duplicate Work," make sure all boxes except for "Dependent" are checked, and then click Run. This will create a new, editable record with the information for the old record already in place.



4. Go through the work record and negate all dollar amounts by placing a minus sign (-) in front of either the quantity or the dollar amount. Dollar amounts are entered in several places in a typical work record. You will need to check all of the following tabs to make sure you correctly negate all dollar amounts:

- **Time** – for each line of time entered, you must remove the values for each field in the Start Time and End Time columns, and place a minus sign in front of the value in each field in the Total Time column.
- **Materials** – for each line under materials, place a minus sign in front of the value in the Quantity column.
- **Vendors** – place a minus sign before any values in the Charge and Cost columns.
- **Additional Amounts** – place a minus sign before any values in the Charge and Cost columns.

Note: to double-check that you have negated all amounts correctly, compare the Total Amounts tab of this record to the original. Every item that has a \$0.00 value in the old record should have a \$0.00 value in the new one. For each item in the old record with a dollar amount other than \$0.00, the new record should have the negative of that amount. Take special care that the Total Charge and Total Cost values match each other in this way.

< Custom Fields Related Total Amounts Additional Amounts Time Materials Vendors Readings Tas			
Account	Description	Charge	Cost
		2500.00	\$0.00

< Custom Fields Related Total Amounts Additional Amounts Time Materials Vendors Readings T			
Account	Description	Charge	Cost
		-2500.00	\$0.00

5. Make sure to carefully check the work record for any errors or missing information. Set the work status to **CLOSED**, and then save the work record.

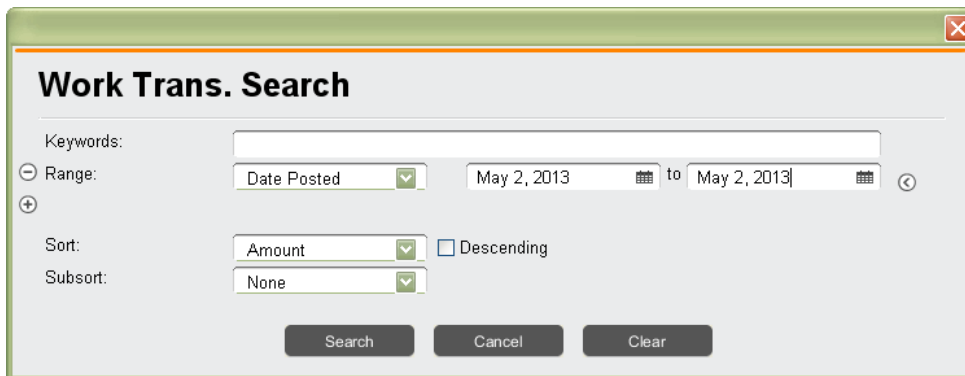
To make corrections:

1. Open the original record and **Duplicate Work** again. You will use the same settings used the first time the record was duplicated.
2. In the new record, make all necessary corrections to the information.
3. Carefully double check the work record for any errors or missing information, then set the work status to **CLOSED**. Save the record.
4. Post both of the newly-created records as you normally would, but do not export the batch file.

For more information on posting, see [Posting.pdf](#).

To generate and export the corrected batch file:

1. From the console, go to the **Financial** tab and right-click **Transactions**. Choose **Open by Search**.
2. Search for records by **Date Posted** to pull up the transactions list. This should be the list you would normally export.



Work Trans. Search

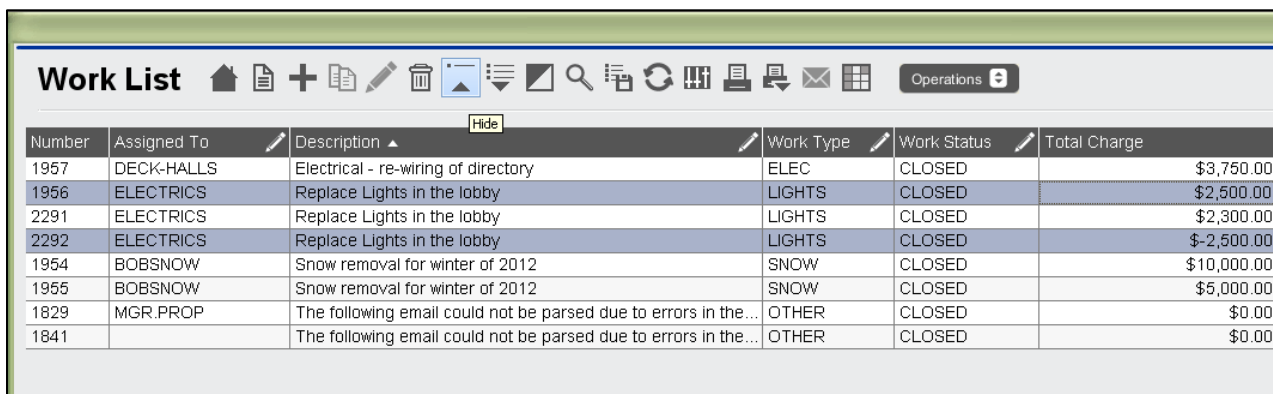
Keywords:

Range: to

Sort: Descending

Subsort:

3. In this list, you will need to find the transactions for the incorrect work record and its negative. Once you have found them, hide them from the list.



Number	Assigned To	Description	Work Type	Work Status	Total Charge
1957	DECK-HALLS	Electrical - re-wiring of directory	ELEC	CLOSED	\$3,750.00
1956	ELECTRICS	Replace Lights in the lobby	LIGHTS	CLOSED	\$2,500.00
2291	ELECTRICS	Replace Lights in the lobby	LIGHTS	CLOSED	\$2,300.00
2292	ELECTRICS	Replace Lights in the lobby	LIGHTS	CLOSED	\$-2,500.00
1954	BOBSNOW	Snow removal for winter of 2012	SNOW	CLOSED	\$10,000.00
1955	BOBSNOW	Snow removal for winter of 2012	SNOW	CLOSED	\$5,000.00
1829	MGR.PROP	The following email could not be parsed due to errors in the...	OTHER	CLOSED	\$0.00
1841		The following email could not be parsed due to errors in the...	OTHER	CLOSED	\$0.00

4. Now you have a complete set of transactions for the posted work, including the transaction information for your corrected work record.
5. Export the file as usual.