How is delete function managed in Sage UBS ^{plus}?

Sage UBS ^{plus} is an easy to use business software that does more than crunch numbers. It supports all of your key back-office operations and gives your business an edge with greater insight, enhanced analytics and streamlined processes.

Acknowledging the importance of proper data management, Sage UBS ^{plus} offers flexibility coupled with security and traceability to protect users' data. This draws focus to the appropriate management of unwanted transactions in the system.

Why is appropriate management of unwanted transactions important?

All transactions input into the system, wanted or unwanted, should remain as a valid record in the system for traceability as they have the following impact and compliance in the system:

Legality compliance

- Document to be deleted may have been printed and send out/emailed to customer and this means a legal copy of the document is already available in the market. As such, the proper procedure should be issuance of a Credit Note or Debit Note to reflect the change required

- Under the coming Malaysia GST requirement; all records in the system are to remain intact; no document can be deleted (removed) from the system for audit purposes.

- IFRS requirements – full convergence by 1st Jan 2012

Accounting Concept

- Posted transaction affects accounting records and financial statements.

- In an integrated environment, improper deletion of transaction will affect accounting figures and incur inconsistency between modules, Accounting and Inventory & Billing.

- Costing is calculated run-time; improper deletion of transaction will cause inaccuracy in cost calculation.

- To preserve document numbering integrity, it is good business practice to keep complete record of all transactions. Missing document number will pose a big concern during auditing
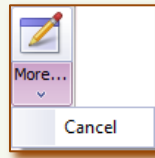
In view of the above impact, Sage UBS ^{plus} is designed to enable user to 'delete' unwanted transactions in a more appropriate manner while maintaining data integrity.

How "delete" function is managed in Sage UBS ^{plus} depends very much on the status of the transaction as detailed below :

Draft transaction

Action :

Delete mode available for draft transaction is <u>CANCEL</u>
➔ It is as simple as a click on [More…] icon to select the Cancel button
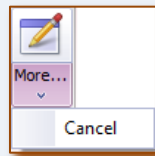
Effects :

- ➢ no financial implications as entries are temporary and not confirmed
- ➢ cancelled transactions can be viewed or omitted from the listing screen with just a click on the status
- ➢ cancelled transactions will not be reflected in reports
- ➢ cancelled transactions is kept in audit trail for traceability

Open (un-posted) transaction

Action :

Delete mode available for open transaction is <u>CANCEL</u>
➔ It is as simple as a click on [More…] icon to select the Cancel button
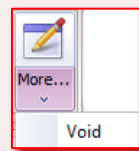
Effects :

- ➢ no financial implications as confirmed entries are still not posted
- ➢ cancelled transactions can be viewed or omitted from the listing screen with just a click on the status
- ➢ cancelled transactions will not be reflected in reports
- ➢ cancelled transactions is kept in audit trail for traceability

Posted transaction

Action :

Delete mode available for posted transaction is <u>VOID</u>
➔ It is as simple as a click on [More…] icon to select the Void button

Effects :

- ➢ the void process will auto reverse the financial entries; resulting in a perfect contra entry which will eliminate errors and confusion
- ➢ voided transactions can be viewed or omitted from the listing screen with just a click on the status
- ➢ voided transactions will not be reflected in reports
- ➢ voided transactions is kept in audit trail for traceability