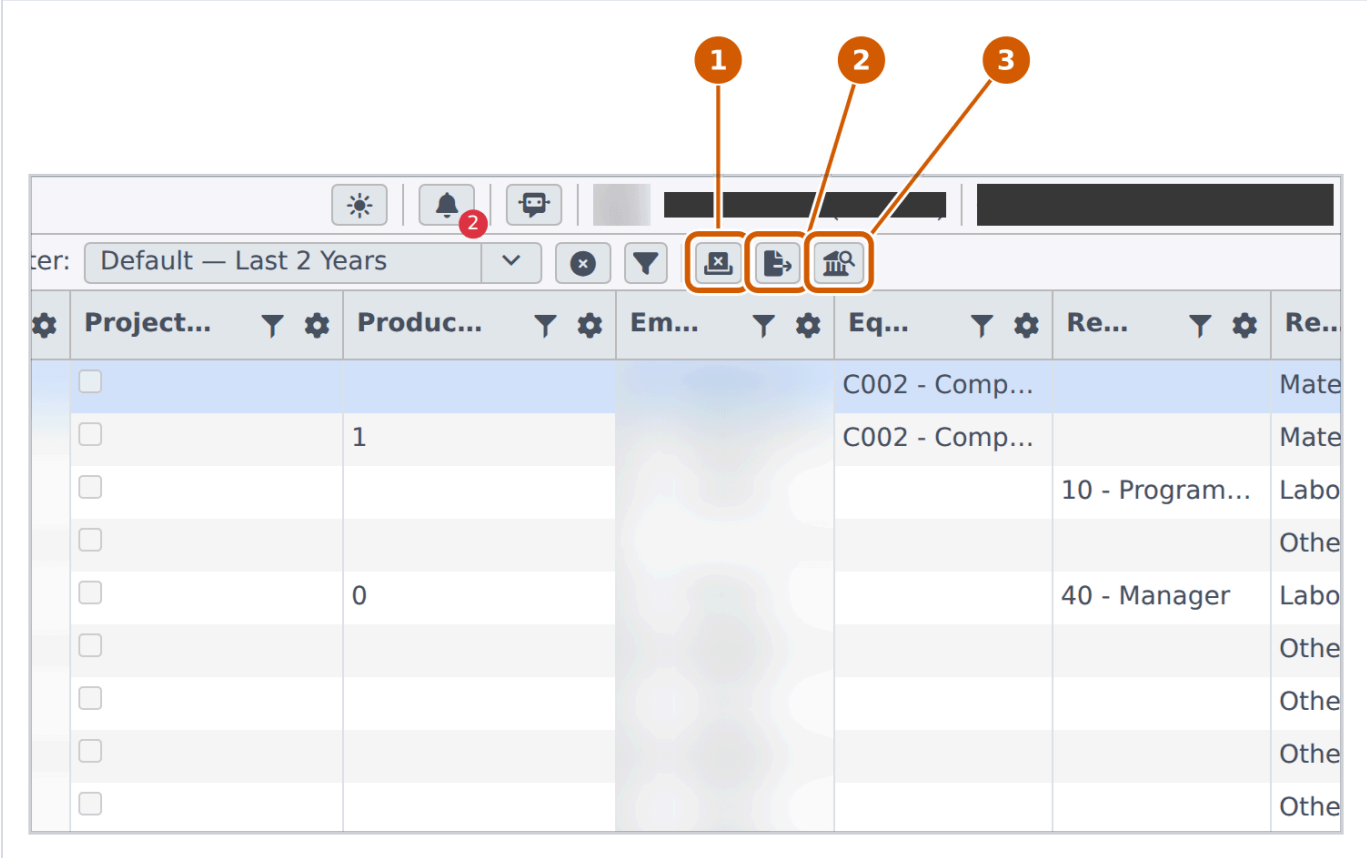
Transactions: void, reinstate and export

Overview

The Transact screen in the Cost Accounting module lists transaction records, sorted by Task Date with the newest first. This page covers three toolbar buttons on the screen:

- **Void transaction record(s)** opens a prompt to void or reinstate the selected records.
- **Export CAS Data** exports billable records to ARS Invoice Entry.
- **Audit history** opens the Audit History window.



The Transact screen, with the Void transaction record(s), Export CAS Data and Audit history toolbar buttons.

1. Void transaction record(s)
2. Export CAS Data
3. Audit history

Before you begin

- Sign in to IRIS10.
- Make sure you have access to the Transact screen in the Cost Accounting module.

- Make sure you have access level 4 on the Transact screen to void, reinstate and export. See Security Administration: access levels by user.
- Know how to use the shared data grid and grid filters. See Data grid overview and basics and Grid filters.

> **Important:** The void prompt has no cancel button. Both **Reinstate** and **Void** change the selected records. Check your selection before you click **Void transaction record(s)**.

Procedure

Void transaction records

1. Open the Transact screen in the Cost Accounting module. The Transact grid opens and lists transaction records sorted by Task Date, newest first.
2. Select the row or rows you want to void. You can select more than one row. Your selected rows are highlighted. Check that you selected only the records you want to void, because the next prompt has no cancel button.
3. On the toolbar, click **Void transaction record(s)**. A prompt asks "Do you want to reinstate these records?" and shows two buttons, **Reinstate** and **Void**. If you selected no rows, the message "You must first select records to void." appears instead.

   > **Note:** This step requires access level 4 on the Transact screen. If you can't use the button, ask your administrator. You can also choose **Options** > **Void Transact Records** from the main menu, which does the same thing.

4. Click **Void**. The message "Voiding Complete on N records" appears and the grid refreshes. IRIS10 removes the voided records from the Transact screen and records each one in audit history.

Reinstate transaction records to the Time Card

1. Open the Transact screen in the Cost Accounting module. The Transact grid opens.
2. Select the row or rows you want to reinstate. Your selected rows are highlighted. Check your selection, because the next prompt has no cancel button.
3. On the toolbar, click **Void transaction record(s)**. A prompt asks "Do you want to reinstate these records?" with the buttons **Reinstate** and **Void**.

   > **Note:** This step requires access level 4 on the Transact screen. You can also choose **Options** > **Void Transact Records**.

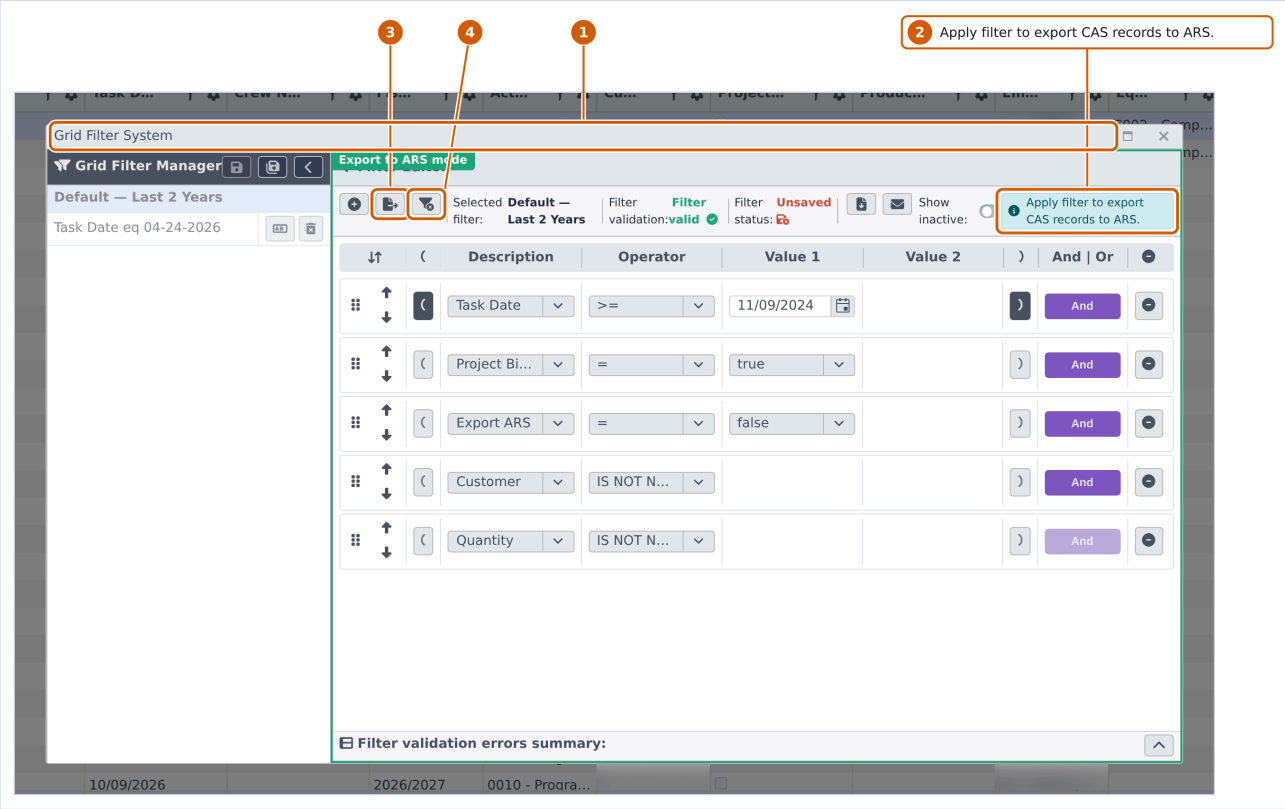
4. Click **Reinstate**. The message "Voiding Complete, N records are reinstated" appears and the grid refreshes. IRIS10 removes the records from the Transact screen and adds them back to the Time Card screen as new, unposted records created by you. IRIS10 records each one in audit history.

5. Open the Time Card screen to correct the reinstated records. The Time Card screen lists the reinstated records as unposted. See Posting timecards.

Export transaction records to ARS Invoice Entry

1. On the Transact screen, set a grid filter to narrow the records you want to export, such as a date range or customer. This step is optional. Your filter rows are kept when you start the export.
2. On the toolbar, click **Export CAS Data**. The Grid Filter System window opens with the message "Apply filter to export CAS records to ARS." IRIS10 adds the export rules to your filter: Project Billable is true, Customer is not empty, Quantity is not empty and Export ARS is false. IRIS10 keeps your other filter rows in parentheses. IRIS10 removes any of your rows for Project Billable or Export ARS, and any rows looking for an empty Customer or Quantity.

> **Note:** This step requires access level 4 on the Transact screen.



After you click Export CAS Data, the Grid Filter System window opens in export mode with the export rules added to your filter.

1. Grid Filter System
2. Apply filter to export CAS records to ARS.
3. Apply: applies the filter and continues to the export confirmation
4. Clear the current filter

3. Review the filter rows. The filter shows the records you want to export.

4. Change your own filter rows if needed. The filter shows the records you want to export.
5. Click the **Apply** button (tooltip "Click to apply filter and export CAS records to ARS."). IRIS10 asks "Are you sure you want to continue to export N records to the ARS Invoice Entry?" with **Yes** and **No**. If no records qualify, a warning explains the export rules instead and IRIS10 keeps your filter so you can change it.
6. Click **Yes** to export. IRIS10 shows "Successfully exported N record(s) to ARS Invoice Entry." and refreshes the grid. IRIS10 marks the exported records as exported to ARS and records each change in audit history.

   > **Note:** To cancel instead, click **No** at the confirmation. IRIS10 clears the filter and cancels the export. IRIS10 exports nothing.

7. If a window titled "Previoulsy Exported to ARS" opens, review the records it lists. The window lists the records that could not be exported. For each one it shows the task date, a reference such as "Employee: " or "Equipment: ", the activity and the reason. IRIS10 still exports the other eligible records in the same export, and the grid refreshes if IRIS10 exported any.

Review audit history

1. On the Transact toolbar, click **Audit history** (tooltip "Click to view the audit history for this screen."). The Audit History window opens. You can maximize it or close it.
2. Select a row in the audit history grid. The newest changes are listed first. While the change loads, the detail panel reads "Loading the change...", then it shows the change. Before you select a row, the panel reads "Select a row to see the change."
3. Use the toggle to switch between only the changed or filled fields and all fields. The footer reports counts such as "N changed fields. M unchanged fields hidden."
4. Click fields to select them. This step is optional. The copy button reads "Copy all", "Copy field" or "Copy N fields", depending on your selection.
5. Open the **Copy** menu and choose JSON, CSV or Text. The button shows "Copied" or "Copy failed".

Reference

Toolbar buttons covered on this page

BUTTON	TOOLTIP	WHAT IT DOES	ACCESS NEEDED
Void transaction record(s)	Click to void transaction record(s).	Opens the void/reinstate prompt for the selected records. Also available as **Options** > **Void Transact Records**.	Level 4 on Transact
Export CAS Data	Click to Export to ARS Invoice Entry	Adds the export rules to your filter and opens the Grid Filter System window in export mode.	Level 4 on Transact

BUTTON	TOOLTIP	WHAT IT DOES	ACCESS NEEDED
Audit history	Click to view the audit history for this screen.	Opens the Audit History window.	Not stated

Void prompt buttons

BUTTON	RESULT	MESSAGE
Reinstate	IRIS10 removes the selected records from Transact and adds them back to the Time Card screen as new, unposted records. Material records reverse inventory.	Voiding Complete, N records are reinstated
Void	IRIS10 removes the selected records from Transact. Material records reverse inventory.	Voiding Complete on N records
(none)	There is no cancel button. Check your selection before you open the prompt.	—

Export rules and reasons a record is not exported

RULE	FILTER ROW ADDED BY EXPORT CAS DATA	REASON SHOWN IF A RECORD FAILS
The project must be billable	Project Billable = true	Project must be billable
The record must have a customer	Customer is not null	Customer must be specified
The record must have a quantity	Quantity is not null	Quantity can not be null
The record must not already be exported	Export ARS = false	Record has already been exported to ARS

What an exported record becomes in ARS Invoice Entry

ARS INVOICE ENTRY VALUE	TAKEN FROM
Date of service	The transaction's Task Date
Bill rate	The transaction's Bill Rate
Description	The transaction's Description, or "Missing Description" if it has none

Messages when voiding or reinstating

MESSAGE	MEANING / WHAT TO DO
You must first select records to void.	Select one or more rows, then try again.
Voiding Complete on N records	The void succeeded; the grid refreshes.
Voiding Complete, N records are reinstated	The reinstatement succeeded; check the Time Card screen.
Your session has expired. Refresh the page and sign in again before voiding records.	Refresh the page, sign in again and repeat.

MESSAGE	MEANING / WHAT TO DO
No records were supplied to void.	No records reached IRIS10; select rows and try again.
You can not affect a tenant you are not logged into	IRIS10 voided nothing. Contact your administrator.
Not authorized to affect system data.	IRIS10 voided nothing. Contact your administrator.

Messages when exporting

MESSAGE	MEANING / WHAT TO DO
Are you sure you want to continue to export N records to the ARS Invoice Entry?	Click **Yes** to export or **No** to clear the filter and cancel.
A record can be exported only when its project is billable, it has a customer, it has a quantity, and it is not already exported to ARS.	No records match. IRIS10 keeps your filter; change it and apply again.
Successfully exported N record(s) to ARS Invoice Entry.	The export succeeded; the grid refreshes.
No records were exported to ARS Invoice Entry. The selected records were already exported or no longer meet the export rules.	IRIS10 exported nothing. Review the records against the export rules.
Previoulsy Exported to ARS (window)	Lists records that could not be exported with the reason; IRIS10 exported the other eligible records.
No records were sent to export.	No records reached IRIS10; adjust the filter and try again.
Session expired. Please refresh the page and try again.	Refresh the page and repeat the export.
Technical error with a short reference code	Some or all records may have been exported. Check the Export ARS column before exporting again, and quote the reference code to support.

Audit History detail headings

ACTION	VALUE COLUMN HEADING(S)
Update	Field, Display, Before, After
Insert	Value when inserted
Delete	Value when deleted
Void	Value when voided
Reinstate	Value when reinstated

Tips and notes

Important: The void prompt has no cancel button. Both **Reinstate** and **Void** change the selected records. Check your selection before you click **Void transaction record(s)**.

Note: The void prompt asks "Do you want to reinstate these records?" Click **Reinstate** to send the records back to the Time Card screen, or **Void** to remove them.

Note: When you void or reinstate a Material record, IRIS10 reverses the inventory. It credits the quantity back to the inventory location and writes a reversing inventory transaction. Its comment reads "Delete Inventory Record From Transact" (void) or "Reinstated Timecard Record" (reinstate). See Posting inventory.

Tip: Export CAS Data keeps your own filter rows, so filter first (for example by date range or customer) to export only the records you mean to.

Important: Clicking **No** at the export confirmation clears the whole filter, including your own rows.

Important: If an export ends with a technical error, don't export again right away. Some or all records may have been exported, so check the Export ARS column first.

Note: You can't export a record that you already exported. The "Previoulsy Exported to ARS" window lists it, and IRIS10 still exports the other eligible records.

Tip: If you can't use **Void transaction record(s)** or **Export CAS Data**, ask your administrator to check your access level on the Transact screen.

Related topics

- Grid filters
- Posting timecards
- Posting inventory
- Data grid overview and basics
- Cost Accounting screen tools
- Security Administration: access levels by user