

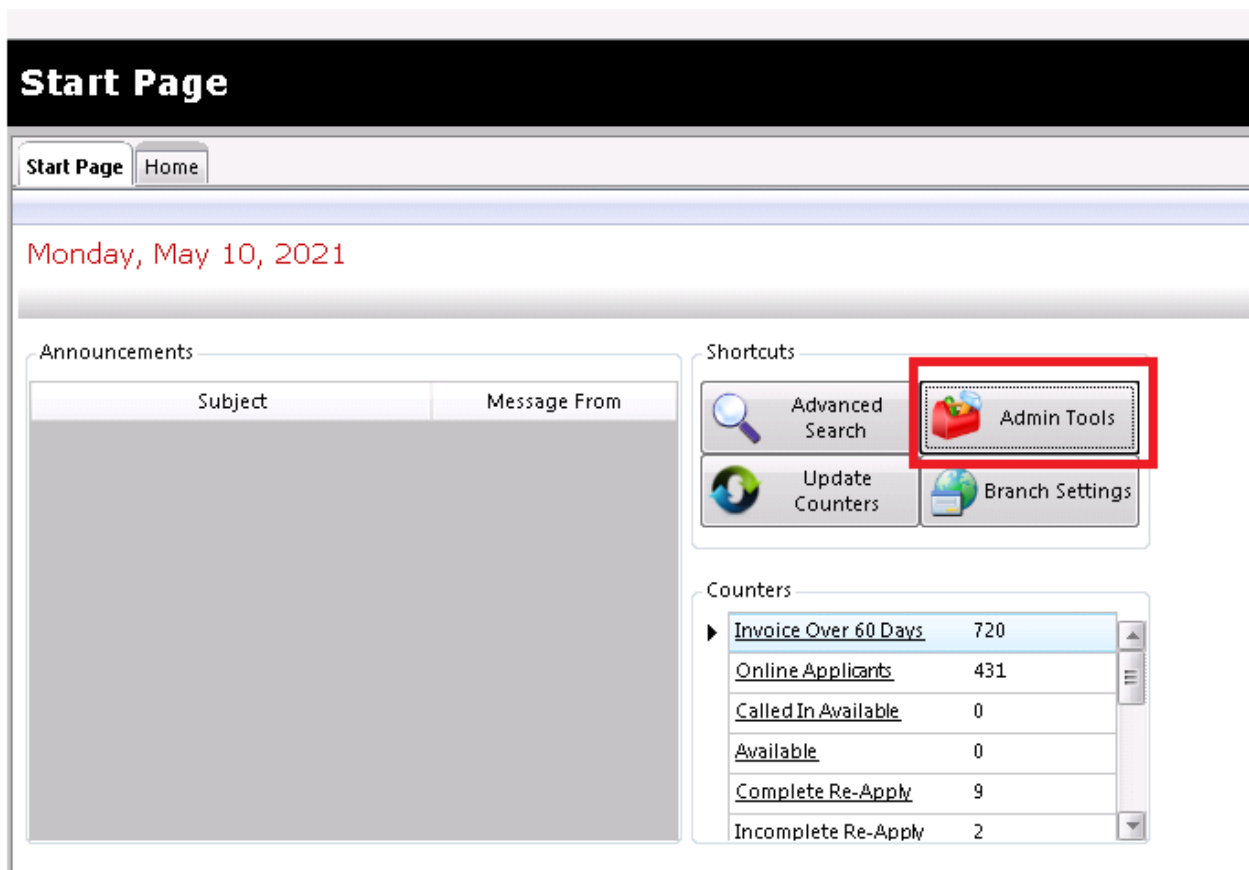
Overview

Updated 05/10/2021

This is a very helpful Utility if you had imported into the wrong Accounting Week or just need to undo the import. It will reverse the import and delete the transactions, unless they are linked to a paycheck or invoice. If linked to a paycheck/invoice please contact Support.





Permissions

1. Click 'Admin Tools'



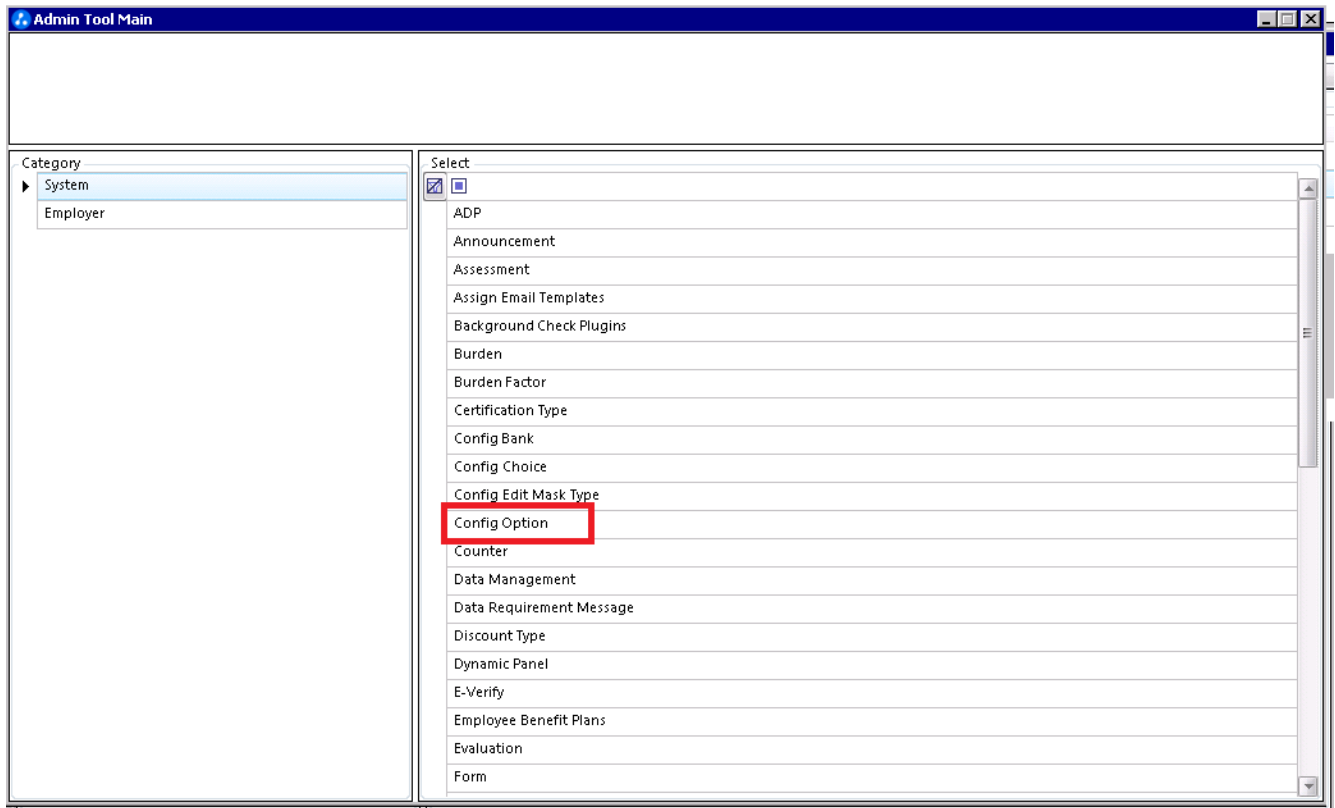
The screenshot shows the 'Start Page' of a web application. At the top, there is a navigation bar with 'Start Page' and 'Home' buttons. Below this, the date 'Monday, May 10, 2021' is displayed. The main content area is divided into three sections: 'Announcements', 'Shortcuts', and 'Counters'. The 'Announcements' section is currently empty. The 'Shortcuts' section contains four buttons: 'Advanced Search', 'Admin Tools' (highlighted with a red box), 'Update Counters', and 'Branch Settings'. The 'Counters' section displays a table of various metrics and their counts.

Subject	Message From
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Shortcuts	
 Advanced Search	 Admin Tools
 Update Counters	 Branch Settings

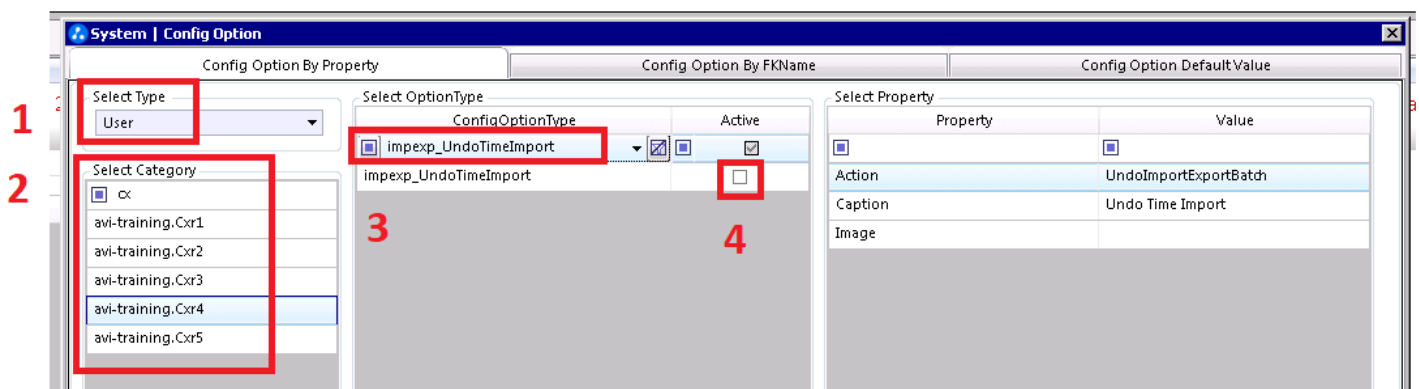
Counters	
▶ Invoice Over 60 Days	720
Online Applicants	431
Called In Available	0
Available	0
Complete Re-Apply	9
Incomplete Re-Apply	2

2. Click 'Config Option'



3. On the 'Config Option By Property' Tab

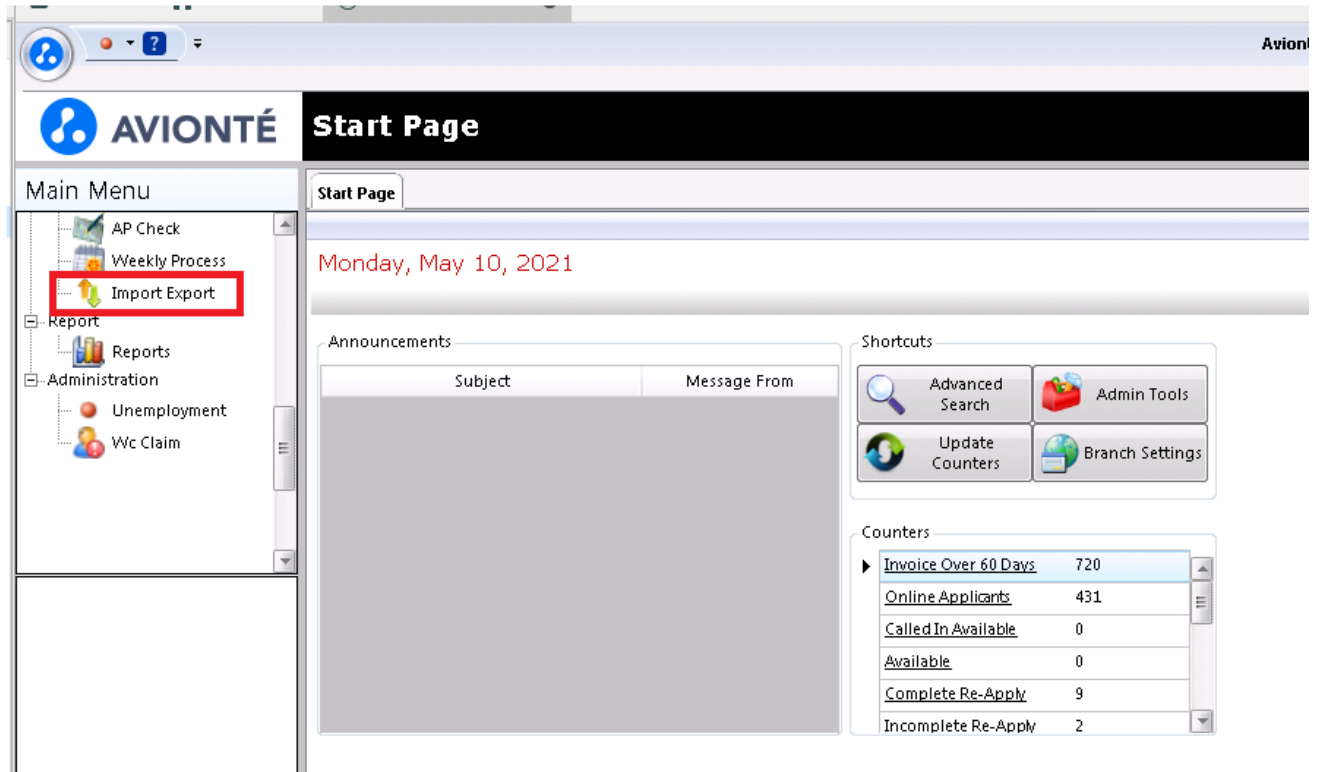
1. Select Type: User
2. Select Category: (Select the User that you want to update the permission for)
3. ConfigOptionType: impexp_UndoTimeImport
4. Active: (Check the box to turn On)



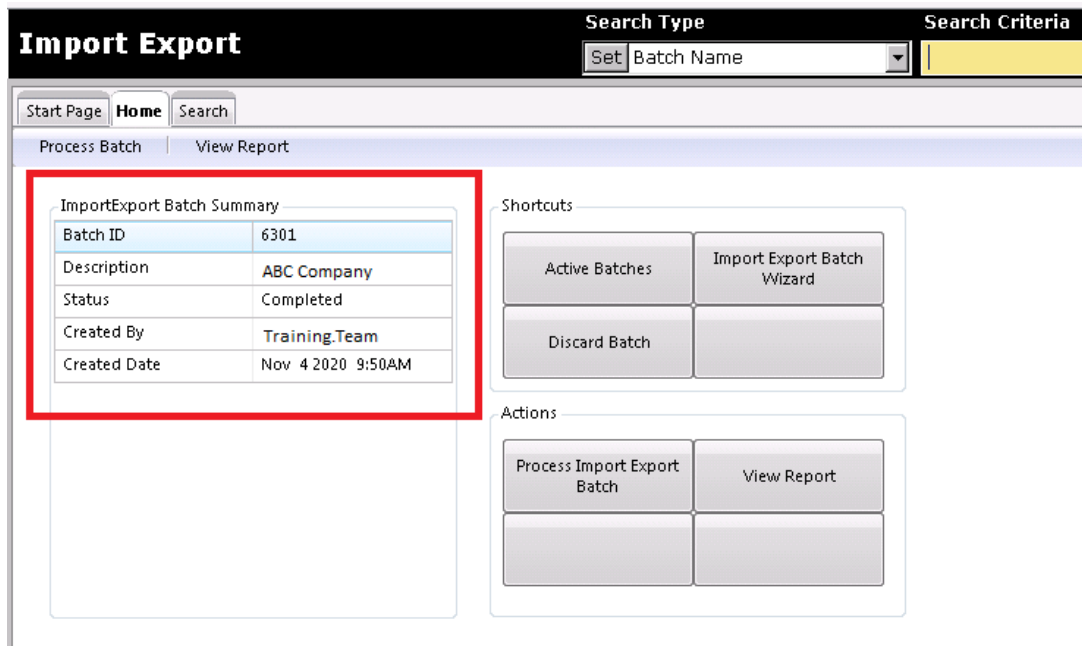
4. Restart the application to see the updated permissions

Undo the Import

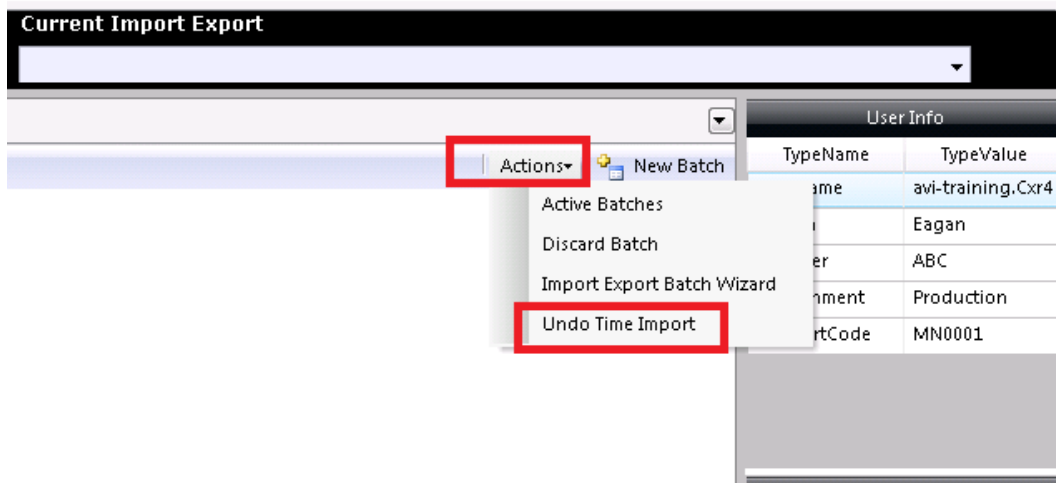
1. Click on 'Import Export' from the Main Menu



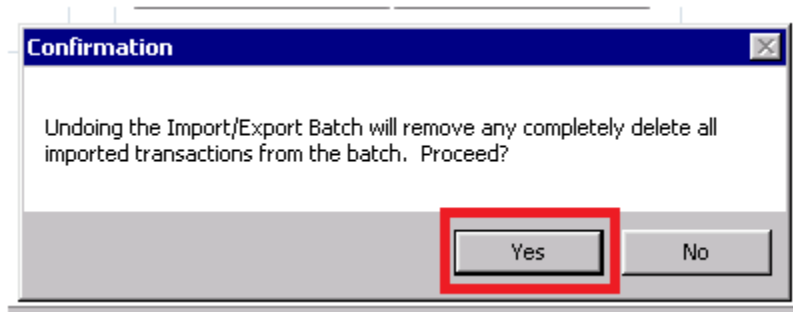
2. Make sure you have a Batch selected
 1. It must be in a 'Completed' status



3. Click 'Actions'
4. Click 'Undo Time Import'



5. A new pop warning will appear



Errors

If you are trying to 'Undo Time Import' on a non Completed Status, you will receive the following error:

