Correcting Sales Tax Reports thru desktop QB's NonProfit edition

I ran across a non-profit with an imbalance on their Sales Tax Reports. The amount collected did not match the amount in the Sales Tax Payable column on the report. This was caused by processing the Sales Tax payment outside the Sales Tax subsystem in Quickbooks. I needed to correct it and this is how I did it.

I referred to the Sales/Use earlier as a subsystem; that is because all of the locale info input, only the generation of the check affects the financials. So before I walk thru the correction here are some caveats I ran into.

1. The correction had to be made in the current year. It would NOT allow a prior year change even when it wasn't closed and I was only 30 days out from year-end.
2. I could not make the discount work thru the system. I had to make a Journal Entry to hit Cash and Sales Tax Discount.

The correction went as follows:

1. I went to the <Vendor> drop down and clicked on <Pay Sales Tax>. It brought up the sub-system to enter the Sales Tax by locale. I input dates at the top and noted that this was an ADJ.
2. There should be amounts in the system that come up in the blue area. You need to make sure from your reports that the difference between "Collected" and "Sales Tax Payable" is equal to the amount in the blue column. If it does, you can hit the <Pay All Tax> button and it will input the amounts for you or input the amount that needs corrected by locale.
3. I then input the amount of the ADJ in the check amount entry point at the top of the so that no check would be generated. A pop-up shows saying "No Check Generated". I save it.
4. I then went to my checks paid and found it and printed it because the locale information is important to track. It is evidence of the amounts you input into Vendor (OBG- Ohio Business Gateway) for payment. (OBG does not have history of locale info or what the amount paid is for making the printed check your only source of documentation.)
5. Next make a JEntry for the Discount by DR-Cash and CR-Sales Tax Payable.
6. Final step is to check financial accts Cash, Cash Recon and Sales Tax Payable and compare with the Sales Tax Reports. They should now all be in balance.