## **Backdate G L Transactions Help and Information Sheet**

"Backdate General Ledger Transactions" enables you to roll the General Ledger into a new financial year without waiting for any end of year adjustments from your Accountant. These end of year adjustments can be entered as a General Ledger Journal in the current period once they are available and then backdated to the previous year using this functionality. Go to General Ledger | Advanced | Backdate GL Trans. See *(Fig 1.)*.

## Note:

The General Ledger Journal that you are backdating must only include entries to balance sheet accounts. This functionality is not available for entries to foreign currency accounts.

Backdate General Ledger transaction*						Select the transaction you wish to	
Г	Trans date	Reference	Detail			details are shown in the better	
-	01/12/2005	GL21Nov				arid	
	01/12/2005	GL19Nov				griu.	
	01/12/2005	GL17Nov				If backdating 1 year click on	
	01/12/2005	GL16Nov				[Backdate transaction - 1 yr]	
	01/12/2005	GL02Dec					
	01/12/2005	GL13Nov				If backdating 2 years click on	
L				<u> </u>		[Backdate transaction - 2 yrs] and	
						do the same as for 1 year.	
	Account code	Account nam	e Amount	<u> </u>			
	05.1910	Closing Stock		590041.04 📃			
	99.4560	Stock		-590041.04			
	Backdate transaction - 1 yr Backdate transaction - 2 yrs						
*I haveilable for foreign currency transactions (single or mixed)						A confirmation box will appear <i>(Fig 2.)</i>	
Fi	Fig 1. Backdate General Ledger Transaction Screen						
						Click [OK].	
🥒 Confirm 📃 🗖 🔀 🛛							
Backdate transaction by 1 year?							
T							
OK Cancel							
	Fig 2_1 Year Confirmation Screen					An information box will appear	
						( <i>Fig 3.</i> ) advising you to run data management with the 2 <sup>nd</sup> box (Validate data) ticked, before producing any reports.	
Process complete.						Click [OK].	
	Please run data management (2nd tick) before producing reports						
	ricase i un dava management. (zhu duv) bei ore producing reports.						
			ОК				

Fig 3. Information Process Complete Screen