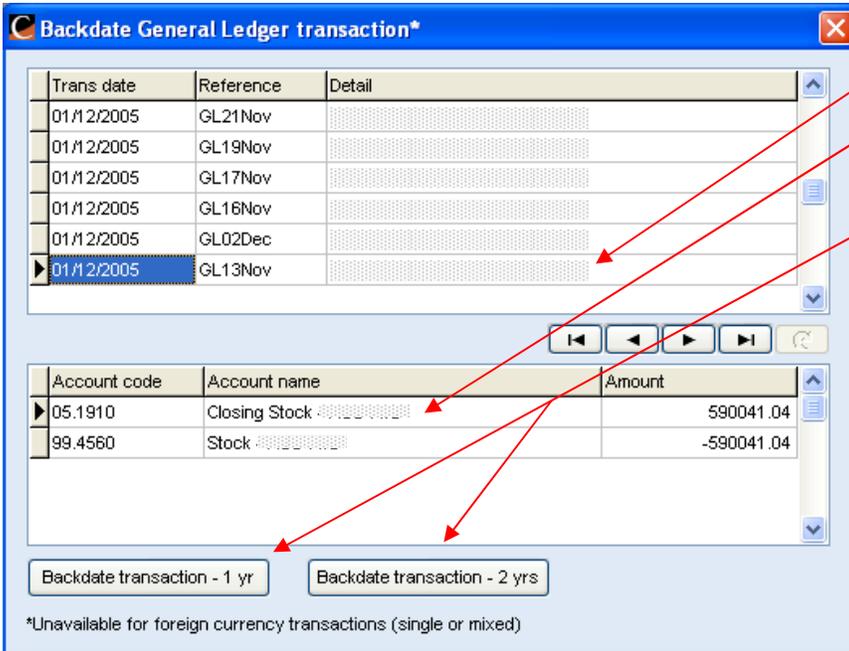


Backdate G L Transactions Help and Information Sheet

"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.



Select the transaction you wish to backdate in the top grid. The details are shown in the bottom grid.

If backdating 1 year click on [Backdate transaction – 1 yr].

If backdating 2 years click on [Backdate transaction – 2 yrs] and do the same as for 1 year.

A confirmation box will appear (Fig 2.) Click [OK].

Fig 1. Backdate General Ledger Transaction Screen



Fig 2. 1 Year Confirmation Screen

An information box will appear (Fig 3.) advising you to run data management with the 2nd box (Validate data) ticked, before producing any reports. Click [OK].

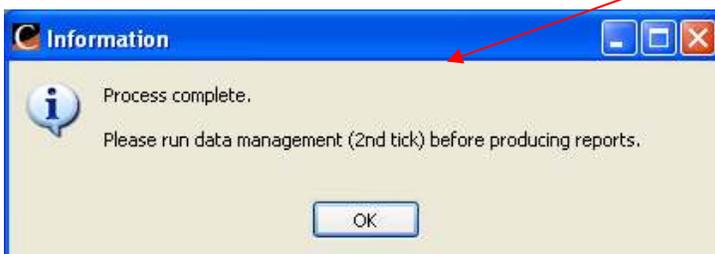


Fig 3. Information Process Complete Screen