

BACKDATE GL TRANSACTION

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| Application | Chreos Client |
| Module | General Ledger |
| Access | “General Ledger Advanced Backdate GL Trans” |
| Minimum service pack | SP45 |
| This document | General Ledger Backdate GL Transaction Ref 6.12 Release 1 Published August 2009 |

Overview

“General Ledger | Advanced | Backdate GL Trans” allows backdating of General Ledger journal transactions to “Local currency” Balance Sheet accounts. These can be backdated one or two years. This makes it possible to roll the General Ledger into a new financial year without waiting for any end of year adjustments. 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.

Details Displayed

The top grid displays the ‘Trans date’, ‘Reference’ and ‘Detail’ for each GL Journal transaction that is available for backdating.

- **Trans date.** The date of the transaction.
- **Reference.** The reference number of the transaction.
- **Detail.** Any detail information entered for the transaction.

The bottom grid displays the ‘Account code’, ‘Account name’ and ‘Amount’ details for each line in the above transaction.

- **Account code.** The code of the account.
- **Account name.** The name of the account.
- **Amount.** The amount posted to the account in the above transaction.

To Backdate a Journal

- Select the journal you wish to backdate in the top grid.
- If backdating 1 year click on [Backdate transaction – 1 yr]. If backdating 2 years click on [Backdate transaction – 2 yrs].
- Click the [Save] button.

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