

## Back / Forward Posting in Sybiz Vision

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There has been a bit of confusion lately regarding the reconciliation of subsidiary ledgers to their control accounts in the general ledger. The following article will hopefully serve as a guide to implementing back or forward posting policies in your own organisation. It concentrates only on invoicing in Sybiz Vision 2.60.

### **Guide to some of the terminology being used.**

A prior or future **period** posting is one where the user **selects the drop down combo box** on the main screen to move the period back into a prior month (from 13 to 24 months back) or forward into a future month (one month ahead only).

A back or future **dated** transaction is one where the user **types in a date in a prior period or future period** (compared to the current period) while creating a transaction ie while creating a sales invoice the user types in date that is one month ahead of the current system date.

### **The difference between periods and dates.**

The major difference between periods and dates is which period the automatic posting end up. This can be crucial to correctly account for expenses and sales in the Profit and Loss statement.

In all cases the automatic postings are posted to the period displayed in drop down combo box on the main screen. For future and back dated transactions the automatic postings will have the current system date (see later for exceptions).

If the period has been moved back, then the automatic postings will have the date of the last day of the period displayed on the drop down combo box in the main screen.

If the period has been moved forward, then the automatic postings will have the date entered into the "Next Period Processing Date" screen that is displayed when a future period is selected using the drop down combo box on the main screen.

Another difference is found when processing forward dated or forward period invoices. If the transaction is future dated then the invoice will be seen in the Aged Balance List under the column "Future". However if the transaction is a future period transaction, then it is not shown in the Aged Balance List until that future period has become the current period ie if July is the current period and the period selector is moved to August and some invoices processed, then those invoices will not be displayed on the Aged Balance List until the user has performed a New Period and moved from July into August.

### **Back and forward postings permitted in Sybiz Vision 2.60**

In the Debtors Ledger, Sybiz Vision allows the user the ability to be able to prior period post or forward period post an invoice. It will however only allow the user the ability to forward date an invoice, back dating of invoices being disallowed.

In the Creditors Ledger, Sybiz Vision allows user the ability to be able to prior period post or forward period post as well as back date and forward date invoices.

### **How can an out of balance come about?**

In the scenarios outlined previously, Sybiz Vision will ensure that the subsidiary ledger balance with the control accounts for that ledger. However Sybiz Vision will not account for the situation where a user uses

the drop down combo box to move the current processing period into a future period and then back dates and processes a supplier invoice. This causes the automatic posting to be made in the future period and the balance to be shown in the Aged Balance List. As the balance for a future period transaction is not shown in the general ledger then this amount will not be accounted for when reconciling the subsidiary ledger to the control accounts. It will look as though the user is out of balance. If however a New Period is performed bringing the general ledger amount into the current period, then it will come into balance.

Where customers advise us that their subsidiary ledgers do not balance with their control accounts, and the difference alters from month to month without any crashes, then these type of transactions are what are looked for in determining the probable cause of the imbalance.

### **What appears on the Aged Balance List**

Another area of concern is the interpretation of what should be shown in the Aged Balance List. As stated previously, future period transactions are not shown in the Aged Balance List until the period they pertain to has been reached by performing a New Period. If customers wish to have all future dated transactions displayed in the Aged Balance List then they must always future date those invoices as opposed to processing them in a future period. The downside of having the automatic postings in the current period may mean that you need to process those invoices in a future period.

### **Pick one methodology**

Where possible, unless all ramifications of future and back processing are understood, users should try and stay with one methodology to process transactions. Try and use only period processing or only date processing to future and back post.

This makes it a lot easier to reconcile should an out of balance occur.