





### Examples:

#### **Reposting within the same accounting year:**

The outgoing invoice has be posted as follows:

debtor / 4000            500,- rev.        posting date 04/2016            service date 10/2016

The application will perform 2 postings:

9998 / 4000            - 500,-            cancellation with 30.04.2016

9998 / 4000            500,-            reposting with 30.10.2016

No balance sheet disclosure necessary.

#### **Reposting to the previous year:**

The outgoing invoice has be posted as follows:

debtor / 4000            100,- rev.        posting date 04/2016            service date 08/2015

The application will perform 2 postings:

2998 / 4000            - 100,-            cancellation with 30.04.2016

2998 / 4000            100,-            reposting with 31.08.2015

Balance sheet disclosure with 31.12.2015 on account 2998 „other receivables“ with 100,-

#### **Reposting to the next year:**

The outgoing invoice has be posted as follows:

debtor / 4000            200,- rev.        posting date 04/2016            service date 07/2017

The application will perform 2 postings:

    / 3999 (+200)  
    4000 (-200,-)            cancellation with 30.04.2016

    / 3999 (-200)  
    4000 (+200,-)            reposting with 31.07.2017

Balance sheet disclosure with 31.12.2016 on account 3999 „accrued income“ with 200,-

#### **Reposting to an already balanced\* year:**

The outgoing invoice has be posted as follows:

debtor / 4000            1.000,- rev.        posting date 04/2016            service date 04/2014

The application will perform 1 posting:

9997 / 4000            - 1.000,-            cancellation with 30.04.2016

\* A already balanced year is an account year without permission for a free posting period (permission from „00.00.0000“ to „00.00.0000“)

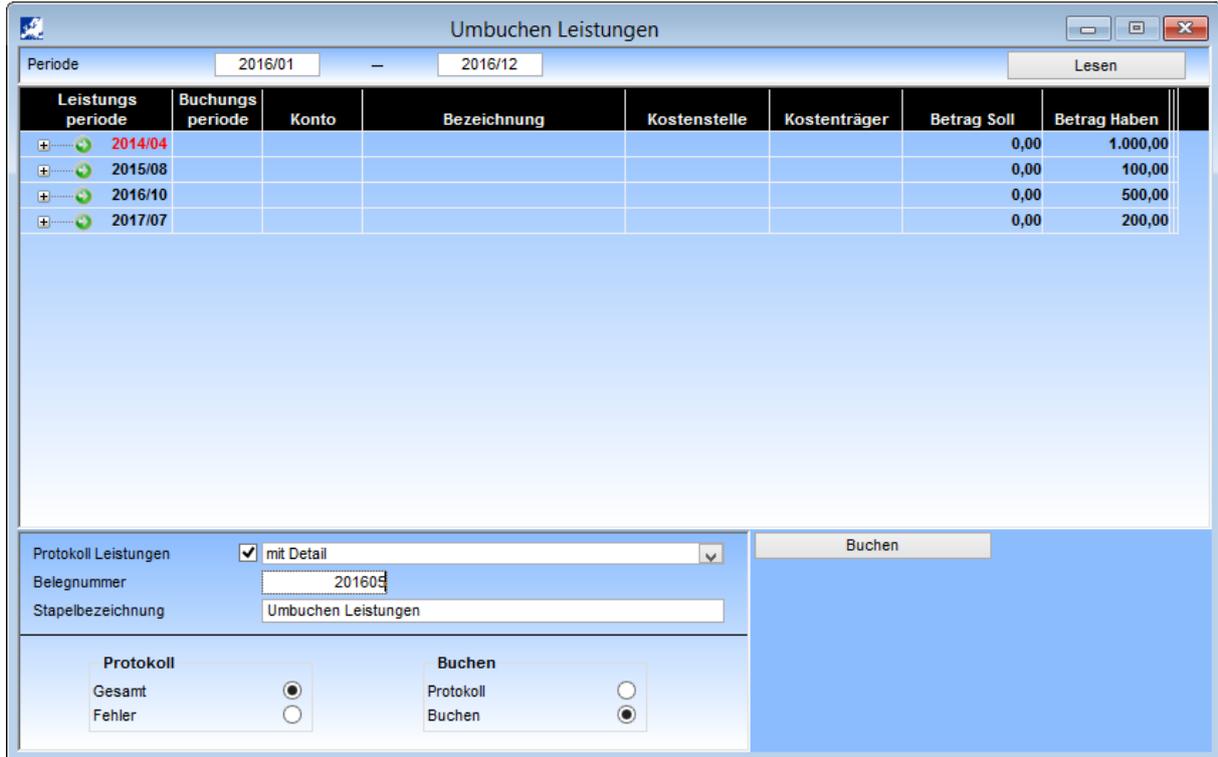


**Posting => Repost according to service date => Repost according to service date**

In the top area you enter the desired period from/to and click on „Read“.

Afterwards all discrepancies between posting period ↔ service period will be displayed. With a click on the plus symbol you see the details.

If a service period will be displayed in red color, this period will affect an already balanced accounting year.



In the bottom area you are able to define the following parameters:

- |                    |   |
|--------------------|---|
| Protocoll services | Checkbox (YES/NO)   |
|                    | without detail      shows the sums for each service period  |
|                    | with detail      shows the sums for each service period for each account/cost centre/cost unit                              |
| Voucher number     | The voucher number for the repostings   |
| Description        | The description for the stack<br>The repostings can be handled like all other stacks in the application (Manage stack, ...) |
| Protocol / Posting | Choise of the protocol type and the posting mode  |



If it's not possible to do a posting because of an error (e.g. the period of a posting is already closed) it will be displayed with a red X.

For details please check the protocol.

Leistungsperiode	Buchungsperiode	Konto	Bezeichnung	Kostenstelle	Kostenträger	Betrag Soll	Betrag Haben
+ 2014/04						0,00	1.000,00
- 2015/08	✗					0,00	100,00
	✗ 2016/04	4000	Erlöskonto	00000110	10101	0,00	100,00
+ 2016/10						0,00	500,00
+ 2017/07						0,00	200,00