



Repost according to service date

With this program you are able to repost costs/revenues from the period of your posting date to the period of your service date.

Posting => Repost according to service date => Basic data

Here you define the desired basic data for your repostings.

Umbuchen Leistungen - Stammdaten										
Bereich	Beleg art	Text	VerrKto	VerrKto Bezeichnung	Ford/Verb VerrKto	VerrKto Ford/Verb Bezeichnung	RechAbgr. VerrKto	VerrKto RechAbgr. Bezeichnung	bil. Leist. VerrKto	VerrKto bil. Leist. Bezeichnung
4000	BB	Buchungsbeleg	9998	Umbuchungen unterjährig	2998	sonstige Forderungen	3999	Passive Abgrenzung	9997	Zwischenkonto Bilanz
41	BB	Buchungsbeleg	9998	Umbuchungen unterjährig	2998	sonstige Forderungen	3999	Passive Abgrenzung	9997	Zwischenkonto Bilanz
5	BB	Buchungsbeleg	9998	Umbuchungen unterjährig	3998	sonstige Verbindlichkeiten	2999	Aktive Rechnungsabgrenz	9997	Zwischenkonto Bilanz

Area	Definition of the accounts area, which should be reposted:		
	e.g.	4000	revenue account 4000
		41	all revenue accounts beginning with 41
		5	the whole account class 5
Voucher type	The voucher type for the repostings		
Clearing acc.	The clearing account for the repostings (within the same accounting year)		
Receiv./loans. acc.	The accrual account for the balance sheet disclosure, if the costs/revenue will be posted to the previous year.. (other receivables / loans)		
accrual account	The accrual account for the balance sheet disclosure, if the costs/revenues will be posted to the next year. (accrued income / accrued expense)		
balanced services	The clearing account for already balanced periods. You have to repost these amounts manually later.		



Examples:

Reposting within the same accounting year:

The outgoing invoice has been 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 been 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 been 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 been 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 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