

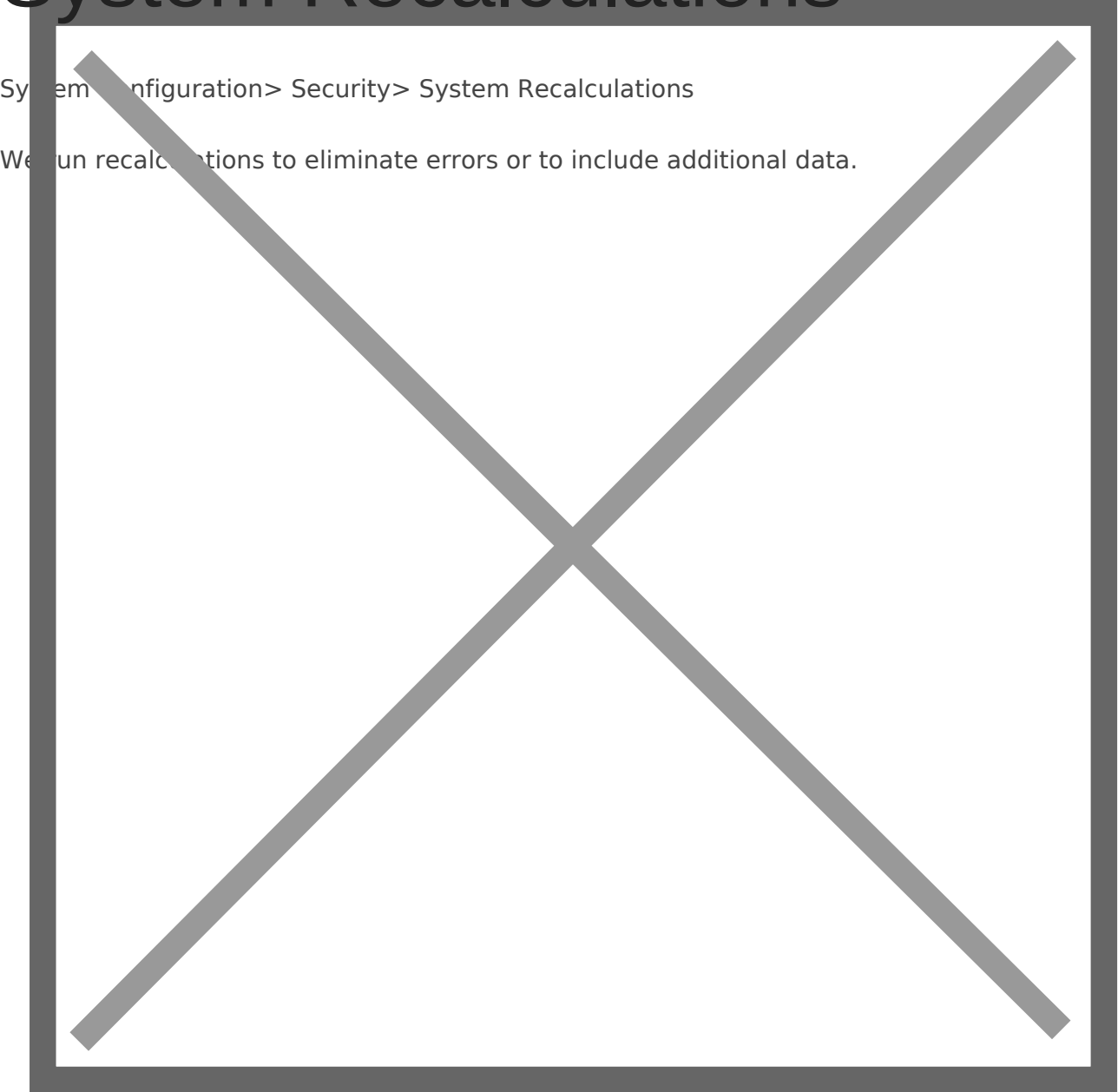
System Recalculations

- [System Recalculations](#)
- [Posting queue reset](#)
- [Merge Customers](#)
- [Change Customer on Job](#)
- [Due Date](#)
- [Last Payment](#)
- [Change Transaction Dates](#)
- [Invoice Open](#)

System Recalculations

System Configuration> Security> System Recalculations

We run recalculations to eliminate errors or to include additional data.



Scheduled System Recalculations	
2. Recalculate Balance Sheet	01:00 am
3. Recalculate Creditor Balances	01:15 am
4. Recalculate Debtor Balances	01:30 am

6. Recalculate Summary Income	01:45 am
7. Update Account Balances	02:00 am

The recalculation can be run whenever the balance is out.

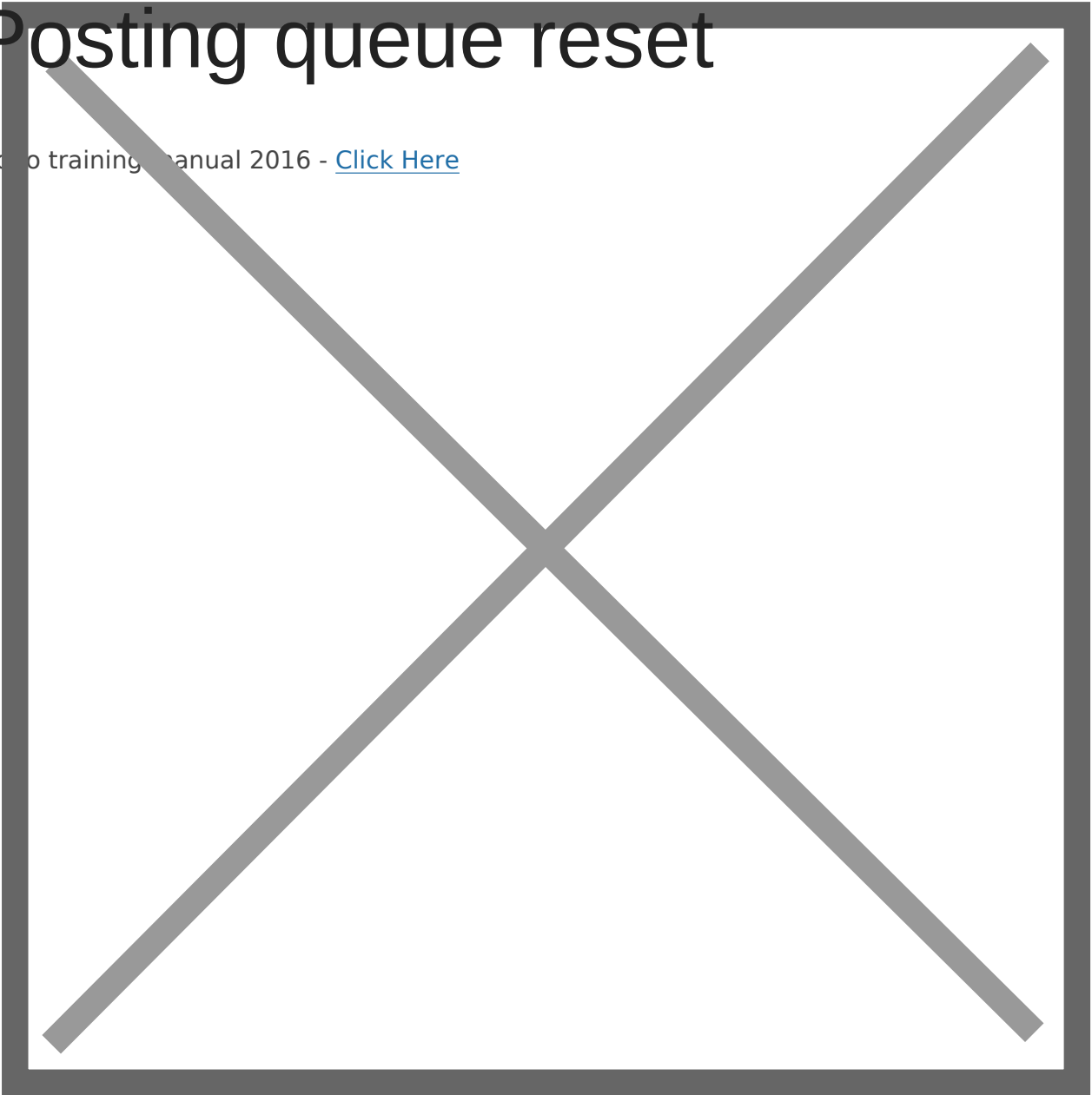
Activate schedule

Deactivate schedule

Reset posting queue

Posting queue reset

Video training manual 2016 - [Click Here](#)

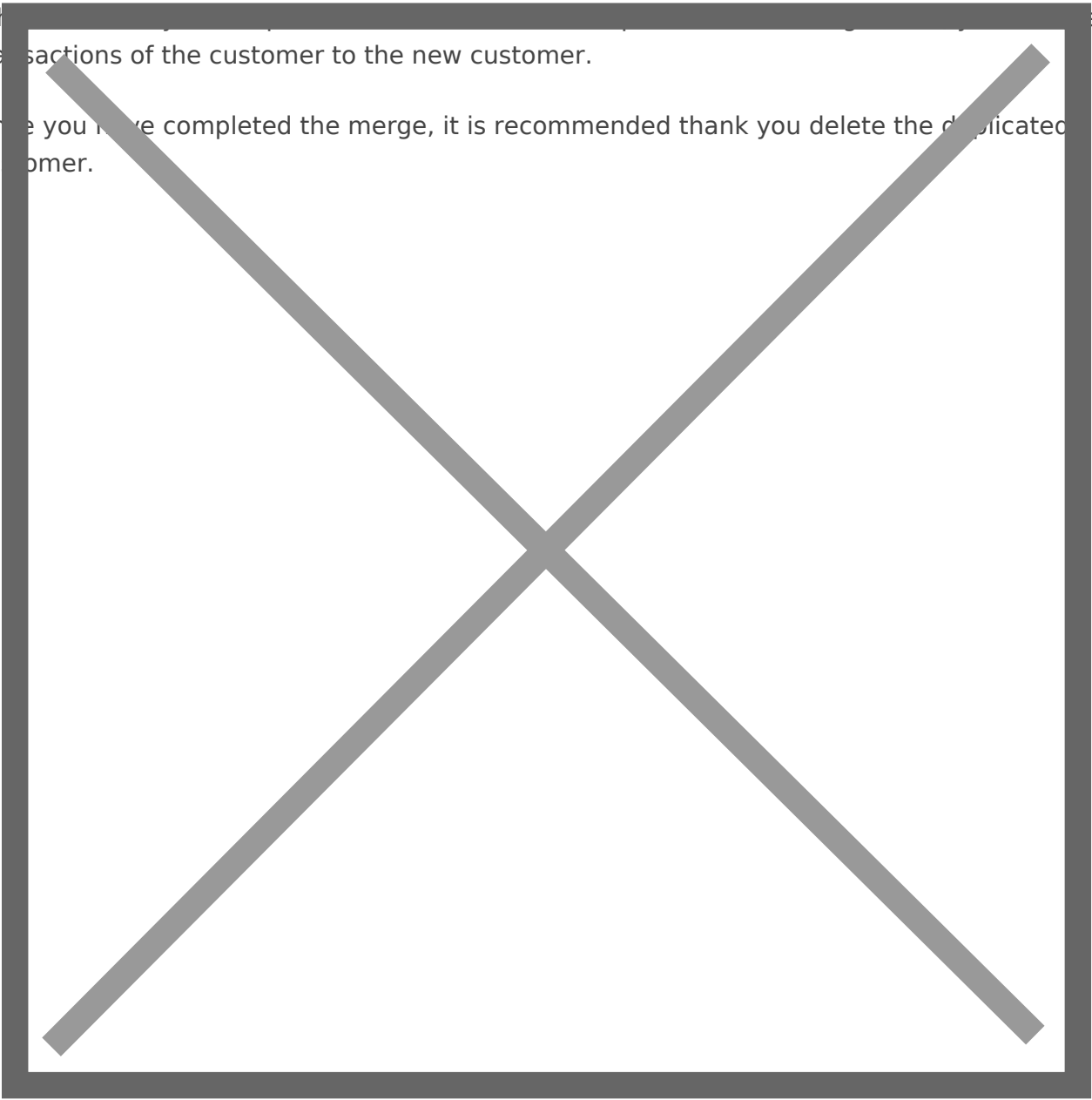


Merge Customers

This utility allows you to merge customers.

When you merge customers, you select a new customer to merge the transactions of the customer to the new customer.

Once you have completed the merge, it is recommended that you delete the duplicated customer.



Source Customer

Find the customer that is duplicated, enter the customer in this section.

This will be the customer that you will delete after you have merged it.

Merge to customer

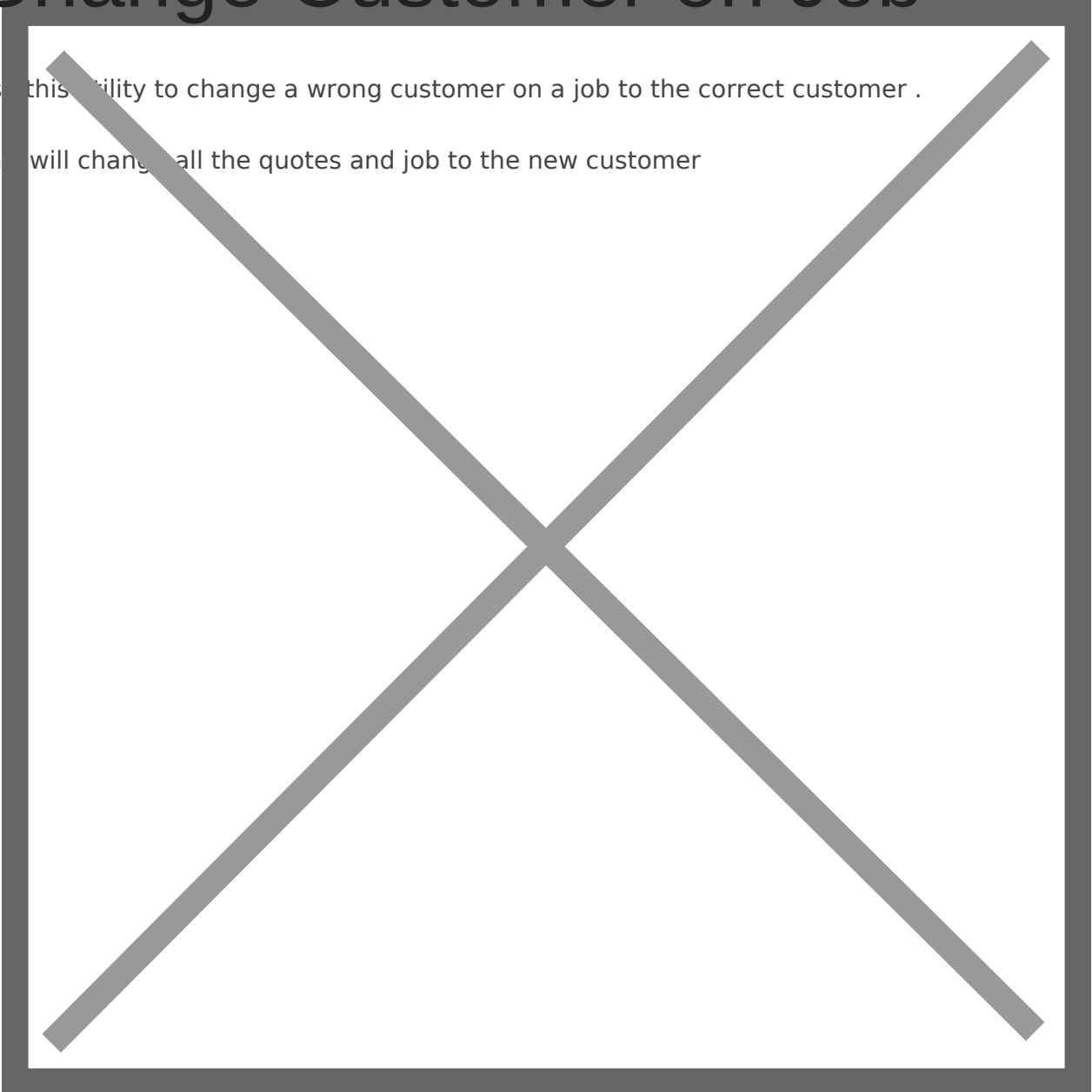
This is the customer that you want to merge into the source customer.

Enter both the source and the merge to customer and then click on confirm to reassign all customer transactions.

Change Customer on Job

Use this ability to change a wrong customer on a job to the correct customer .

This will change all the quotes and job to the new customer



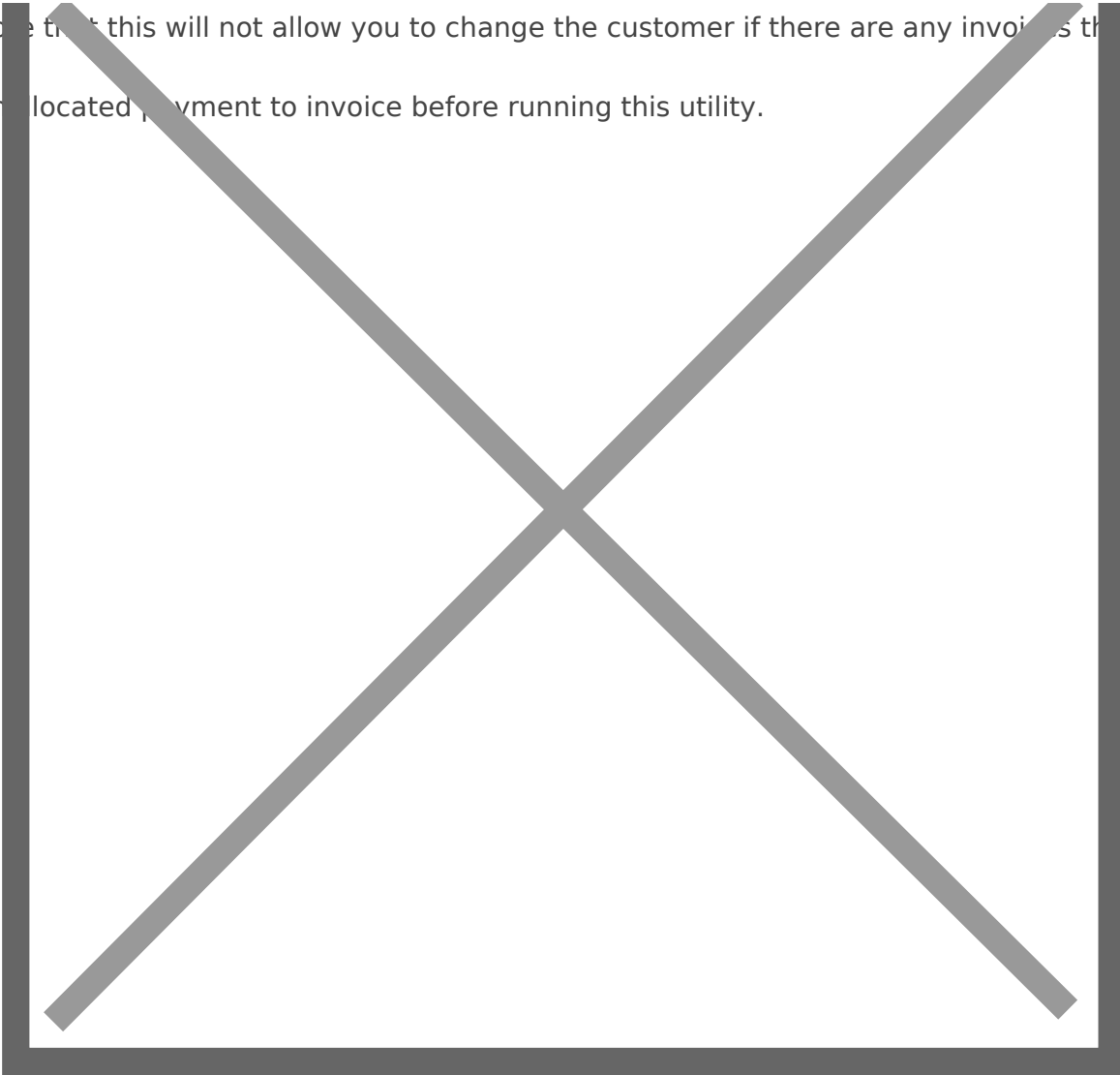
Find the job number that has the wrong customer.

Select a new customer that you want the job to go to and click on the button called change.

This will change any invoices against the job.

Note that this will not allow you to change the customer if there are any invoices that are allocated.

Unallocated payment to invoice before running this utility.

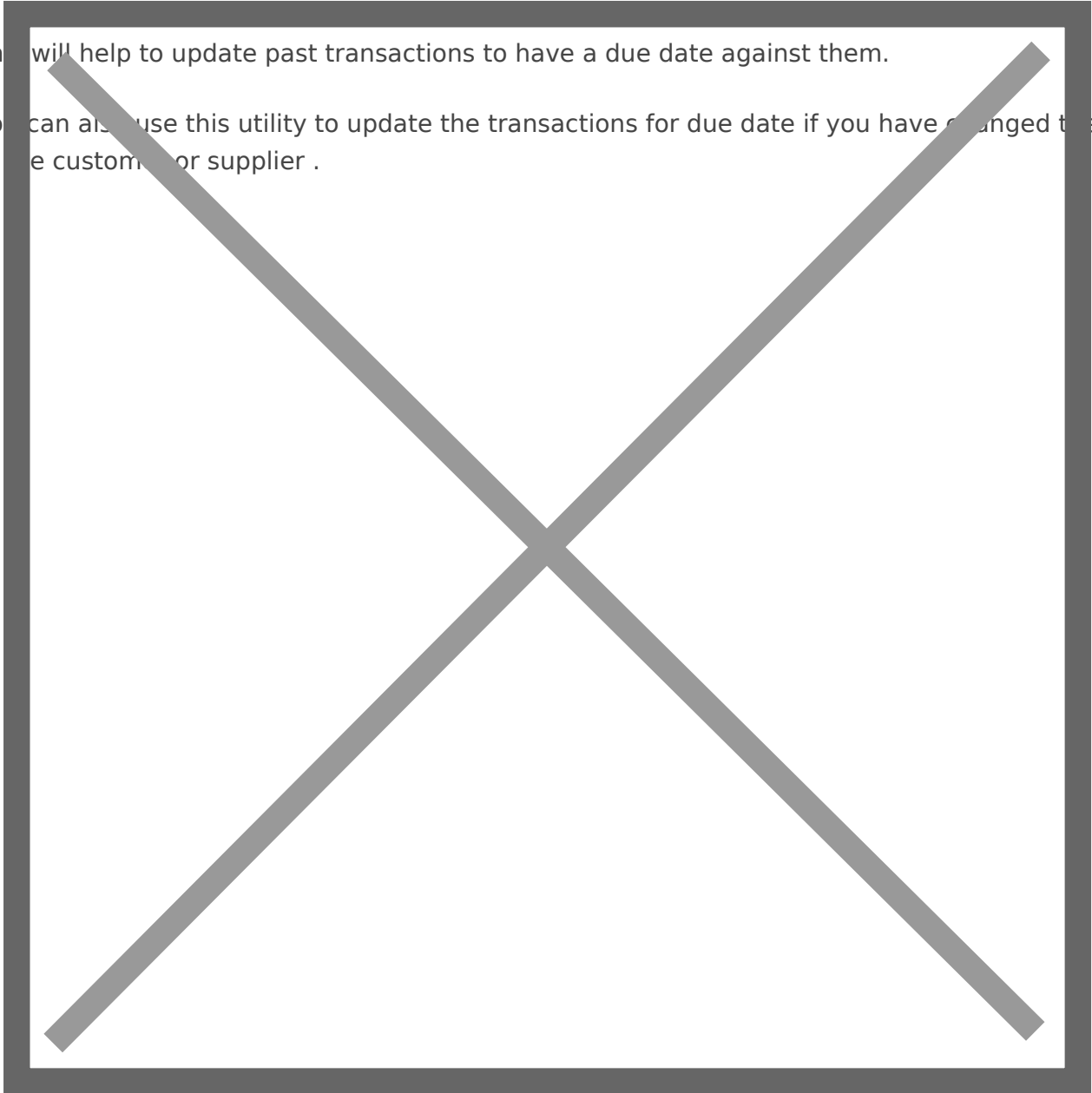


Due Date

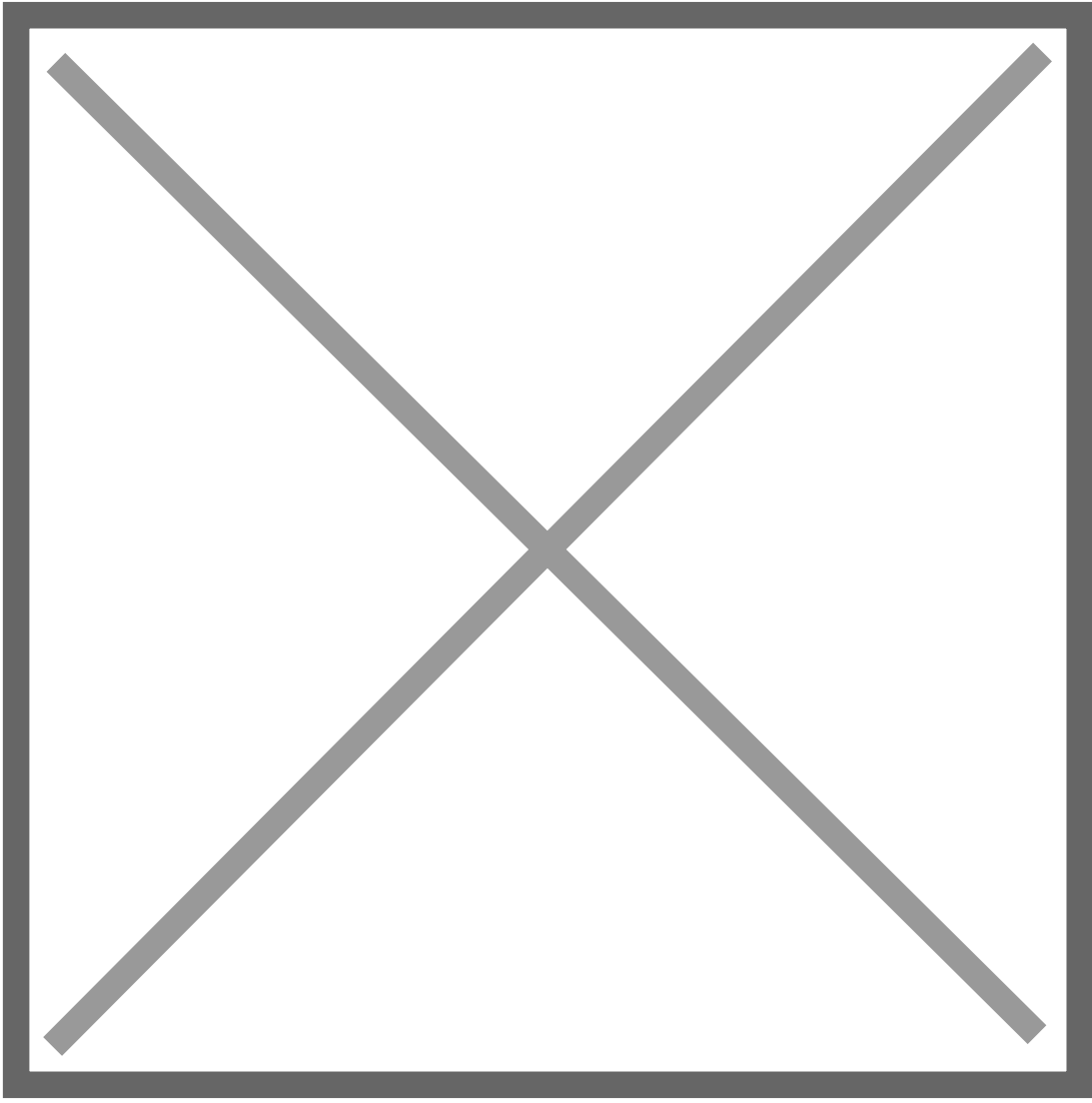
Use this utility to update all the debtors and creditors transaction with the due date.

This will help to update past transactions to have a due date against them.

You can also use this utility to update the transactions for due date if you have changed the terms of the customer or supplier .



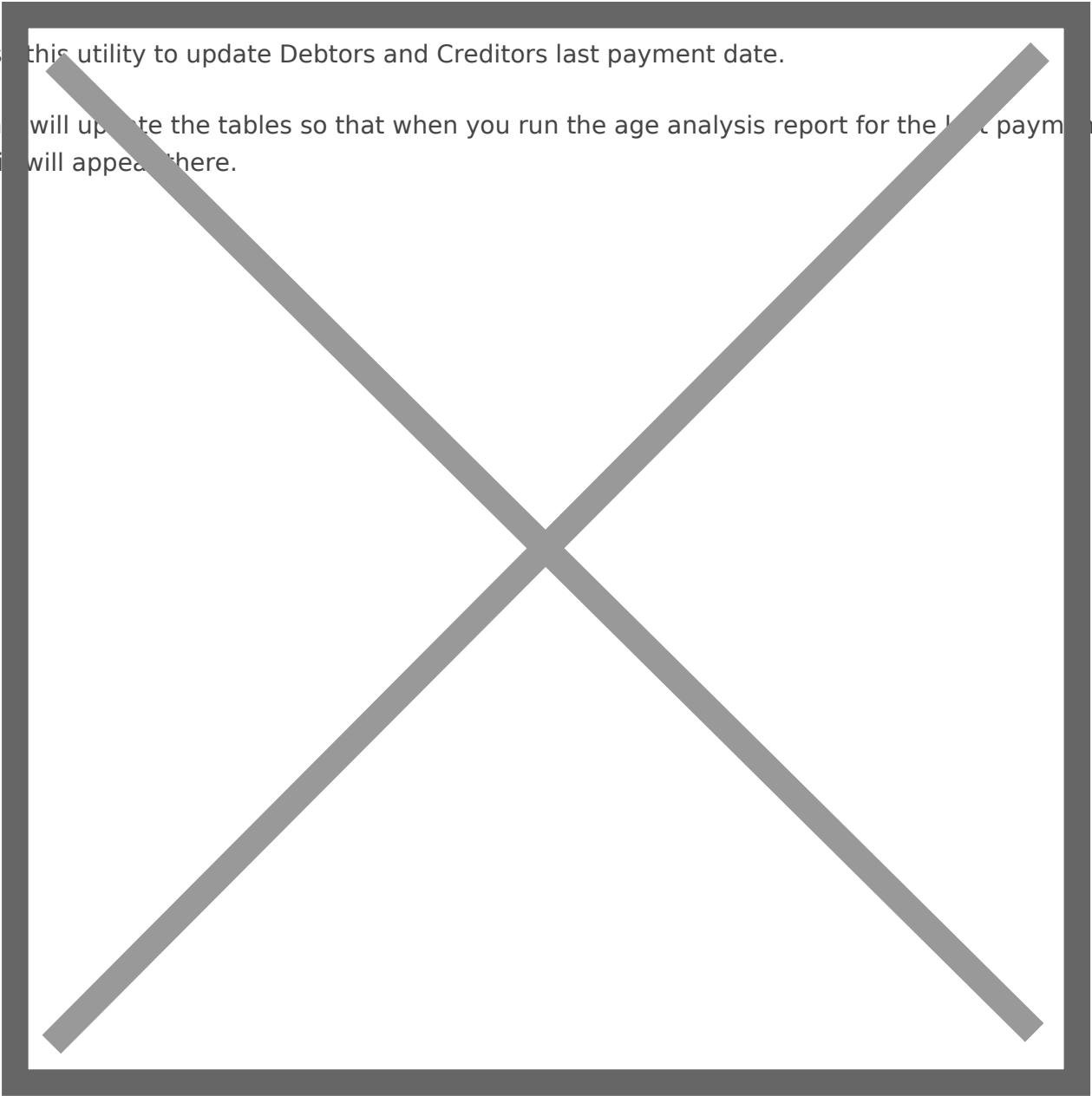
This will run automatically when you click Run Utility



Last Payment

Use this utility to update Debtors and Creditors last payment date.

This will update the tables so that when you run the age analysis report for the last payment date , this will appear there.



Change Transaction Dates

Change transaction dates of processed documents.

Helps to not have to do a credit note and reissue invoice.

WARNING

Use this new feature with care.

It allows one to change the transaction date of posted documents.

This will update the document, general ledger transactions and tax tables.

Not recommended if you have submitted Taxes (VAT or GST) to government organizations.

Balances recalculations to be run after changes

If you are changing transactions in different periods, run the system recalculations to update balances in those periods.

Go to System Utilities (system recalculations)

System Configurati...

Administration +

General +

General Ledger Lin... +

Security -

API Setup
Favourites Maintenance
Role Permissions
Report Security
System Utilities
Approval Levels
Dashboard Setup

System Utilities

Run Utility

Page 1 of 1

#	Name	Short Description
1	Change customer on job	Change customer on job
2	Delete unused items	Delete unused items
3	Document transactions check	Check for posted documents without transactions
4	Due Date	Update transaction due dates
5	Invoice open	Invoice open
6	Last Payment	Update Last Payment
7	Merge customers	Merge customers
8	Recalculate Balance Sheet	Recalculate Balance Sheet totals
9	Recalculate Creditor Balance	Recalculate Creditor Balance
10	Recalculate Debtor Balance	Recalculate Debtor Balance
11	Recalculate Pricing Levels	Recalculate Pricing Levels for items
12	Recalculate Summary Income	Recalculate Summary Income Report
13	Transaction Date Edit	Transaction Date Edit
14	Unallocate/Allocate Debtors	Unallocate/Allocate all transactions for debtors
15	Update Account Balances	Updates Account/Period/Project Balances
16	Update inventory - Set item to true if it is a BOM	Set Item status to True if the item is a BOM compo
17	Update inventory valuation	Update the warehouse instance and warehouse items
18	Update Invoice/Credit Note item Group Code Posting	Update Group Codes on Posted Invoice/Credit Notes
19	Update Invoice/Credit Note item Stock Category Pos	Update Stock Category on Posted Invoice/Credit Not
20	Update Recurring Transaction Status	Update Recurring Transaction Status
21	Update Single Stock Valuation	Recalc Single Stock Valuation

Enter the exact document number, it must include full document number - INV370

1. Enter the document number
2. Click on Search to find document
3. Change to new date
4. Click on Save to update transaction

Transaction Date Edit

Transaction date change - WARNING!!

Document Number: INV370

Search

INV370 - 2024-02-11 - ABC0010 - Debit:62.38 Credit:62.38

New Date: 2024-02-11

Save

Close

Recalculate balances

After updating a date of a transaction, run recalculations to update balances.

There is a possibility that your reports will be out of sync

System Utilities		
Run Utility		
Page 1 of 1		
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User log

The change will be logged in the user log as proof a user changed a date on a document

User Access Report

Search

Email

Print/Export

User Log In ID:

Form Name:

From Date:

2024-03-02

To Date:

2024-03-02

Document Number:

Display Name:

Debtor / Creditor:

Creditors

Debtors

Debtor / Creditor:

Page

1

of 1

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Invoice Open

This is a utility that allows a posted invoice to be reopened and edited.

Warning

The utility will do the following

1. Make a PDF invoice and store in folder
2. Un allocate the invoice
3. Delete General Ledger transactions
4. Delete VAT / GST tables
5. Delete mirror table
6. Delete allocations table
7. Delete stock movement
8. Recalculate each stock item
9. Make a user log entry

This utility is specific to Debtors invoices only, no job invoices and no other documents.

Recommended to do the following after invoice re opened.

This can be done at the end of the day

Reports maybe out of sync if the following utilities are not run before running reports

1. Recalculate Account Balances
2. Recalculate summary income
3. Recalculate Balance Sheet
4. Recalculate Debtor Balance

Access the system via the System Utilities (System Recalculations)

System Configurati... ◀



Administration +

General +

General Ledger Lin... +

Security -

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Report Security

System Utilities

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System Utilities

Run Utility

Page 1 of 1

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Enter your invoice number in full

Click on Search

Click on Continue to complete

Invoice open

Open Posted Invoices - *WARNING!!

Document Number: Search

Invoices will be unallocated
Invoice will be moved to preparation status
Invoice number will be retained
Invoice cannot be cancelled, but must be processed
Only Debtors invoices can be opened
All stock will be moved back on shelf

Recalculate Account Balances
Recalculate summary income
Recalculate Balance Sheet
Recalculate Debtor Balance

Continue Close

After the invoice has been re opened, find it in the Debtors Module > Activity > Invoice

This will be displayed as a preparation invoice, which can be edited and reprocessed.

The Invoice cannot be cancelled as it has reserved the invoice number. it must be processed

A copy of the invoice is kept in the back ground folders for audit purposes.

A user log is created to log who re opened an invoice and which invoice was re opened.

New transactions and stock movements will take place when processing the invoice.