

Tips and Tricks

“Date out of period” processing

If you find “Date out of period” processing a little tricky, you are certainly not alone. Pastel’s support centre regularly takes calls from users who have questions on this topic. But once you understand the concept, you’ll see it’s not that complicated. Below are some of the more frequently asked questions by customers, as well as the answers. Keep this information handy for future reference.

When you set up your company, you need to set up parameters that define your processing rules and determine the type of information you will get from reporting. One of the parameters you set up is the start and end dates of the periods or months of the year.

Generally a financial year is made up of 12 months. In Pastel we refer to the months as periods since the duration of a period can be longer or shorter than a calendar month.

To define your financial year go to **Setup** and select **Periods**.

Period Number	Per	Description	Start	End
01	March		01/03/2007	31/03/2007
02	April		01/04/2007	30/04/2007
03	May		01/05/2007	31/05/2007
04	June		01/06/2007	30/06/2007
05	July		01/07/2007	31/07/2007
06	August		01/08/2007	31/08/2007
07	September		01/09/2007	30/09/2007
08	October		01/10/2007	31/10/2007
09	November		01/11/2007	30/11/2007
10	December		01/12/2007	31/12/2007
11	January		01/01/2008	31/01/2008
12	February		01/02/2008	29/02/2008

On the screen above, there are 12 periods in the financial year. Each period has a start date and an end date.

For example, period 1 is March and it starts on 01/03/2007 and ends 31/03/2007. Therefore, when you process transactions for period 1 you can select a date range between 01/03/2007 and 31/03/2007.

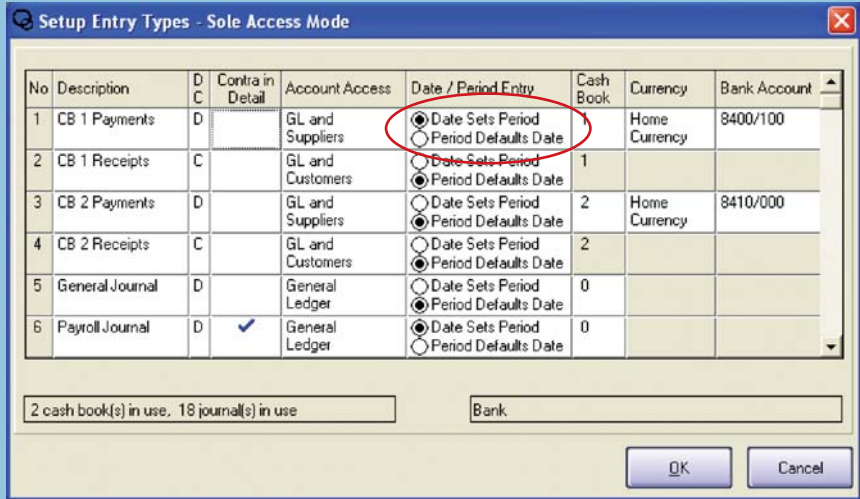
If you enter 04/04/2007 as the date for period 1 then you will get the “Date out of period” error. If you choose to continue, there may be consequences in your data that you need to be aware of - see the “Consequences if date is out of period” section opposite.

The period is set to 1, but the date of the transaction is 04/04/07. If you continue processing, the following warning will appear.

If the date of your transaction is correct, you will need to change the period from period 1 to period 2 (or to the period that matches the transaction date) and re-enter the date.

To avoid **“Date out of period”** processing you can select the option **Date sets period** by choosing the option **Setup** and then **Entry Types**.

The **Date sets period** option allows you to enter the date of the transaction. This way the period will change automatically to correspond to the date entered.



Consequences of “Date out of period” processing

1. The bank reconciliation may be out of balance.
Example: Customer A deposits R1 000 into you bank account on 31 August (which is period 6 in your financial year setup). The transaction is only processed on 1 September, which now falls into period 7. In the bank reconciliation you will not see the payment reflected in period 6, but rather in period 7.
2. Analyse Sales reports differs from the Sales account in the Trial Balance or on the Detailed Ledger.
Some reports run on periods while others run on dates. This is important to remember for **“Date out of period”** processing. On some reports, transactions that are processed with the date out of the period will not show, whereas on other reports they will.

Why these reports can differ

The Analyse Sales reports are date-driven, so when you run these reports you need to select a date range that you want to run the report for. However, the Detailed Ledger of the sales account is a period-driven report. Here you need to specify the period that you want to run the report at. If you processed a **“Date out of period”** document, then it will reflect in the Analyse Sales report but will not display on the ledger.

In the screen below, the transaction reflects in the Analyse Sales report because it falls within the **date range** selected.

Doc No	Item Code	Qty	Total Selling
Doc No: IN10007	ACCLOC - JHB	1.00	R3,000.00
Doc No: IN10007	11/08/06	1.00	R3,000.00
Doc No: IN10013	HD.250 - JHB	15.00	R18,000.00
Doc No: IN10013	11/08/06	15.00	R18,000.00
Doc No: IN10014	ACCLOC - JHB	1.00	R3,000.00
Doc No: IN10014	01/08/06	1.00	R3,000.00
Total for Customer - ABB029		17.00	R24,000.00
GRAND TOTAL		17.00	R24,000.00

In the screen below, the transaction does not display on the ledger because it falls outside of the **period** selected.

Date	Entry Type	Reference	Contra Acc (1.Aval)	Description	Debit	Credit	Cumulative
1000.000: Sales							
Opening Balance as at 01/08/06						R83,239.95	
11/08/06	Sales	IN10007	8000.000	ACCLOC Accounting Software		R3,000.00	R-86,239.95
11/08/06	Sales	IN10013	8000.000	HD.250 250 Oig Hard Drive		R18,000.00	R-104,239.95
11/08/06	Sales	IN10008	8000.000	CON. OUT. FOR 50 Speed CD-ROM Drive		R5,000.00	R-104,739.95
Closing Balance as at 31/08/06						R104,739.95	