

Guidelines for creating a new financial year

Connection d-basics – accounting software

Creating a new financial year might have consequences for the connection between d-basics and your accounting program. Therefore – after creating a new financial year - it is very important to verify the proceedings of d-basics by carrying out the following checks^(*):

- Is the total of outstanding amounts (of debtors) in the accounting program equal to the total of outstanding amounts in d-basics?
- Are the invoices that are created in the new financial year imported by d-basics?

^(*) first import the latest information from the accounting software into d-basics

If the total outstanding amounts differ or the new invoices are not imported it is likely that the configuration of the connection between d-basics and the accounting program must be updated. To do this, open the window “Bookkeeping” (menu items “Administration”, “Bookkeeping”) and adjust the settings.

Tip!

The setting in the window “Bookkeeping” can only be changed after the window has been unlocked. To unlock the window double-click the “Telephone” icon.

Setting invoice number ranges

When information is sent to a factoring company invoices and credit invoices are combined in one export file. Each of these (credit) invoices must have a unique number.

If an accounting program offers the possibility to define different numbering ranges for both invoices and credit invoices there is a risk that an invoice and credit invoice with the same number end up being sent to the factoring company and cannot be processed.

Therefore - when a new financial year is created - it is important that the invoice numbering ranges are chosen in such way that duplicate invoice numbers will be prevented.

Example:

An invoice with the number 000001 is created on the 2nd of January. On the 3th of January the first credit invoice is created which also gets number 000001. On the 4th of January the information is sent to the factoring company.

Because the invoice with number 000001 has not been paid yet an invoice with the number 000001 will appear twice (1 invoice and 1 credit invoice) in the data file that is uploaded to the factoring company.

This file cannot be processed by the factoring company and will be rejected.

This problem can be prevented by choosing a higher starting number for the invoice range (and a lower starting number for the credit invoice range).

Example:

Starting number invoice range: 501
Starting number credit invoice range: 1

With these settings the first regular invoice will get number 501 and the first credit invoice will get number 1. By the time credit invoice 501 is created the regular invoice 501 will already be paid and therefore no longer cause a problem when information is uploaded to the factoring company (because it will no longer occur in the list of outstanding amounts)

Please note the problem described above might only occur if the accounting program offers the possibility to define separate ranges for regular invoices and credit invoices.