

Date Limits

Your Rating:

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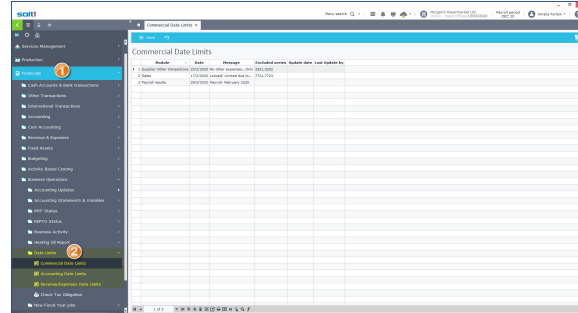
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In Soft1 you can "lock/ block" creating Documents (e.g. Purchases Docs, Sales Docs) and Entities (e.g. Customers, Stock Items etc) in order to avoid posting/ modifying, or deleting entries in periods including significant Financial Reports/ Statements.

The **Date Limits** setup is available through Financial Management (Business Operations > Date Limits) and refers to the following:

1. **Commercial/ Financial Management,**
2. **Accounting and**
3. **Revenue - Expenses.** (Greek Installations)

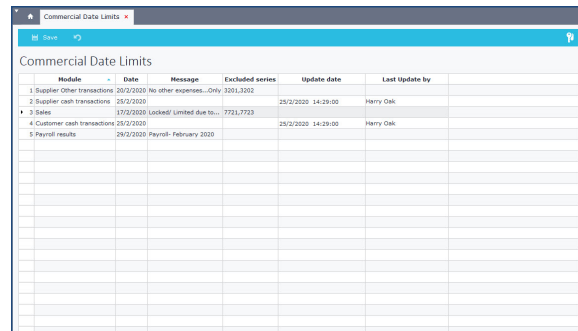
If you proceed to any action (creating/ saving a new Document) prior to the **Date** limits you have set, the message "Date range in between blocked dates (Date Limits)", will be displayed blocking this action.



Commercial Date Limits

To set the preferable Date Limits, proceed to the below described steps:

- Select the Soft1 **Module** you wish to set the date limits.
- Define the **Date** up to which each module should be locked/ blocked. If you set, for example, the 20/02/2020 as a date limit, any modifications/ changes to records/ entries, deleting or creating a new record/ entry will be allowed only from 21/02/2020 onward.
- Type a **Message** for your own future reminder.
- You may select certain **Excluded Series**, for which you do not wish to apply the Date Limits, e.g. modify/ create new orders without affecting the accounting/ financial result.
- The **Update date** and **Last updated by** are automatically updated when jobs are running which result in locking General Ledger, e.g. Update Temporary Accounting Entries (see below).

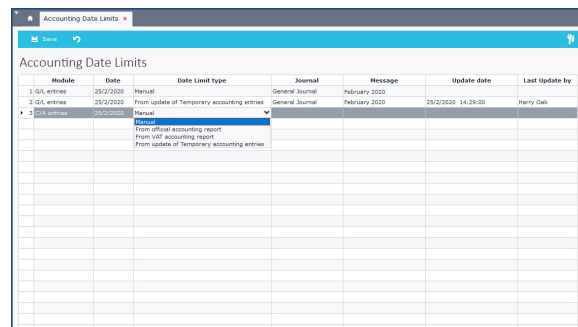


The only action allowed is the **Documents Open-item**. For example, a **Sales** Document (debit) that has been created before the Date Limits, can be anytime matched/ open-item with a credit Document, regardless of the entry date or date limit.

Accounting Date Limits

To set the preferable Date Limits, proceed to the below described steps:

- Select the Soft1 **Module** (General Ledger/ Cost Accounting).
- Set the **Date** up to which each module should be locked/ blocked. If you set, for example, the 25/02/2020 as a date limit, any modifications/ changes to records, deleting or creating a new record/ entry will be allowed only from 26/02/2020 onwards.
- Set one of the 4 different options for the **Date Limit Type**:
 - **Manual**: Select it when the date limit is set by the User.
 - **From official accounting report**: Temporary not available.
 - **From VAT accounting report**: Temporary not available.
 - **From update of Temporary accounting entries**: If at General Ledger parameters, the "Date Limit: following update of Temporary entries" parameter is set to <Yes>, then upon **Finalizing of temporary accounting records/ entries** job, the date limits are automatically updated until the Finalization date. Moreover, date limits will be applied to every commercial management module, which is involved, from which the accounting entries have resulted.
- Define a specific **Journal** respectively to the selected module, for example, the General Journal, Trial Balance Journal etc.



- Type a **Message** for your own future reminder.
- The **Update date** and **Last updated by** are automatically updated when jobs are running which result in locking General Ledger, e.g. Update Temporary Accounting Entries (see below).

Revenue/Expenses Date Limits (Greek Installations)

To set the preferable Date Limits, proceed to the below described steps:

- Select the Soft1 **Module** (e.g. Revenue/Expenses Documents).
- Set the **Date** up to which each module should be locked/ limited/ blocked. If you set, for example, the 31/12/2020 as a date limit, any modifications/ changes to records, deleting or creating a new record/ entry will be allowed only from 01/01 /2021 on wards.
- Set on of the 3 different options for the **Date Limit Type**:
 - **Manual**: Select it when the date limit is performed by the User.
 - **From official accounting report**: If you run a certain official report of Revenue-Expenses and select at the "Official printout: Yes", then, then date limit shall be applied up to the date the report will be executed.
 - **From VAT accounting report**: Upon printing the **V.A. T Periodic Statement F2** a message will appear to select whether the records shall be locked upon printing the statement or not.
- Select the Company **Branches** for which the date limits will be applied.
- Type a **Message** for your own future reminder.
- The **Update date** and **Last updated by** are automatically updated when jobs are running which result in locking Revenue - Expenses e.g. Revenue/Expenses Book.

Module	Date	Date Limit type	Message	Update date	Last update by	Branch
1 Expense documents	31/12/2020	From official report	Print official documents	09/3/2020 17:19:00	Natalia Bresson	Dublin - Head Office
2 Revenue documents	31/12/2020	From official report	Print official documents	15/2/2020 15:26:00	Natalia Bresson	Dublin - Head Office
3 Revenue documents	31/12/2020	From VAT report	Print official documents	18/2/2020 14:55:00	Natalia Bresson	Dublin - Head Office
4 Revenue documents	31/12/2020	From official report	Print official documents	18/3/2020 15:58:00	Natalia Bresson	Waterford
5 Revenue documents	31/12/2020	From official report Manual From VAT report	Print official documents	12/3/2020 14:53:00	Natalia Bresson	Waterford

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