



Sybiz Vision

Reconciling and End of Financial Year Guide



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Executive Summary

This guide outlines best-practice approaches to maintaining the financial integrity of your Sybiz Vision database and performing end of financial year (EOFY) processes with confidence.

The key principle throughout this guide is that EOFY should not be treated as a once-a-year exercise. Organisations that regularly reconcile their ledgers, review outstanding transactions, maintain accurate posting configurations and perform routine housekeeping will generally find the EOFY process straightforward and low risk.

The Five Key Financial Controls

To maintain a healthy and reconciled system, organisations should regularly:

1. Run the Ledger Reconciliation Report

- The Ledger Reconciliation report is the primary financial integrity report in Sybiz Vision.
- It should be reviewed regularly and should always balance.
- Any imbalance should be investigated promptly.

2. Reconcile Subsidiary Ledgers to the General Ledger, compare:

- Debtors Aged Balance List to Trade Debtors control accounts.
- Creditors Aged Balance List to Trade Creditors control accounts.
- Inventory Quantity & Value Report to Stock on Hand accounts.
- Fixed Assets Depreciation Schedule to acquisition and accumulated depreciation accounts.
- Job and Service summaries to their respective control accounts.

3. Protect Control Accounts

- Restrict control accounts to Automatic Postings wherever possible.
- Avoid manual journals directly to control accounts except where specifically required.
- Ensure balances are transferred appropriately whenever posting accounts are changed.

4. Maintain Good Transaction Discipline

- Be mindful of transaction dates and offset dates.
- Avoid unnecessary back-posting and unconventional transaction chronologies.
- Ensure users only have access to the accounting periods appropriate to their role.

5. Perform Regular Housekeeping

- Review stale inventory.
- Cleanse obsolete orders, quotes and transactions in progress.
- Review inactive accounts, products and business records.
- Monitor database integrity and performance dashboards.

Common Causes of Reconciliation Issues

The most common causes of reconciliation discrepancies are:

- Journals posted directly to control accounts.
- Changes to automatic posting accounts without transferring balances.
- Modified or filtered reports being compared incorrectly.
- Timing differences caused by transaction dates and offset dates.
- Back-posted transactions.
- Multi-currency timing and exchange rate adjustments.

In many cases, a discrepancy between a subsidiary ledger report and the Trial Balance is a timing issue rather than a true financial integrity issue. The Ledger Reconciliation report can assist in distinguishing between the two.

1. Introduction

This guide was written when Sybiz Vision 26.10 was the current version (May 2026) and discusses concepts and provides guidance relevant to functionality available in Sybiz Vision 26.10. Earlier versions may not have certain features available. Further, some concepts may not be relevant or accessible to you due to the extent your Sybiz Vision is licensed and the level of access your Sybiz Vision user account has been granted to the system. This guide assumes you are on the current version, have access to all modules and all user rights. The Sybiz Vision help file can be consulted for more information regarding topics that are covered herein.

Sybiz Vision is used in a variety of industries and countries around the world. Data and accounting integrity is at the forefront of its design and generally requires adjustments and corrections to be made using accounting transactions, rather than editing or deleting data.

This guide is applicable to all jurisdictions, irrespective of their end of financial year date.

Sybiz Vision's database is arranged in such a way that individual transaction types have specialised data tables for their header and line information, and the financial aspects of the transactions are posted to ledger or purpose specific transaction tables. A 'corrections' facility exists throughout the system to correct non-financial aspects of transactions. This results in the specialised data tables being updated but not the transaction tables – once data is posted in the transaction tables it is non-modifiable.

Because of its flexibility to be utilised in a vast array of business it is important to understand some of the controls in place that are helpful in minimising the effort required to keep your system reconciled. These controls are discussed throughout.

Whilst this guide is focussed on the financial integrity of data and keeping the system reconciled, it is also important to recognise the need to protect the integrity and performance of your database. Under the Administration tab you will find dashboards for Database Management and Performance & Integrity which should be perused on a regular basis.

This guide is not providing accounting advice; some concepts may be covered that warrant discussions and oversight by external accountants. Not all concepts discussed will be relevant to your organisation and any changes to your accounting policies or external reporting (eg Tax/VAT/GST reporting) may require consultation with external parties.

2. Important

Various reports are discussed throughout this document and guidance is provided as to how to compare various reports to each other. Sybiz Vision reports can be modified from their originals or run with filters that may produce different results compared to the original reports.

Sybiz Vision maintains the original version of reports and in the event that a report does not provide the expected result, the original version should be run with any filter restrictions removed to ensure that the modified version of a report is producing the same results in the same circumstances.

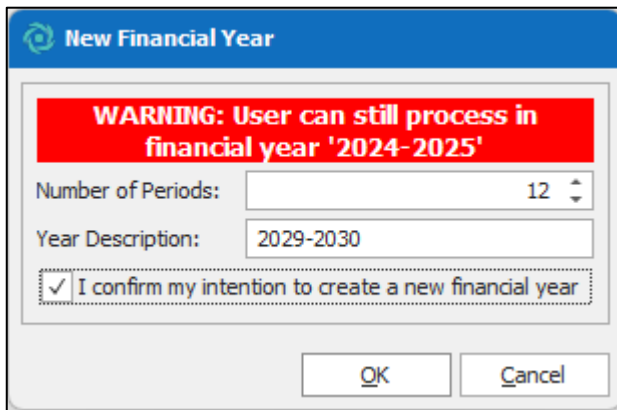
Various 'housekeeping' tips are introduced which may or may not be applicable. These concepts are introduced in a non-exhaustive and generic sense, and may require additional advice before specifically applying to your organisation.

3. End of Financial Year

The year-end process in Sybiz Vision is unobtrusive and the recommended approach is to keep on top of the system throughout the year such that the year-end process can be performed with relative ease.

This guide is less about the end of financial year and more about best practice guidance as to how to control and reconcile the system on an ongoing basis throughout the year.

The only formal part of the end of year process is to create a new financial year in the system (if the new year does not already exist), and manage the permissions associated with the new periods.



When creating a new financial year, via General Ledger > Utilities > New Financial Year, the system will warn if the earliest financial year still has permissions applied that allow transactions to be posted. It allows the user to confirm they are comfortable that all transactions have been posted to that earliest open year before creating a new financial year. Once the new financial year has been created, the earliest financial year will no longer be accessible for transaction posting, in the event there are already 5 active financial years in the system. Older years are all still available for reporting purposes.

The OK button can only be clicked once the confirmation message has been checked, reducing the likelihood of inadvertently creating multiple new financial years.

When the new financial year is created the periods therein are not enabled from a posting perspective. If you don't change permissions at this point you will need to ensure you revisit via General Ledger > Periods prior to the need to post transactions in the new financial year.

Description	End Date	Allow
> Year: 2025-2026		
> Year: 2026-2027		
> Year: 2027-2028		
> Year: 2028 - 2029		
▼ Year: 2029-2030		
- July	31/07/2029	<input type="checkbox"/>
Everyone		<input type="checkbox"/>
Accounts Payable		<input type="checkbox"/>
Sales		<input type="checkbox"/>
Finance		<input type="checkbox"/>
+ August	31/08/2029	<input type="checkbox"/>
+ September	30/09/2029	<input type="checkbox"/>
+ October	31/10/2029	<input type="checkbox"/>
+ November	30/11/2029	<input type="checkbox"/>
+ December	31/12/2029	<input type="checkbox"/>

To summarise, the new financial year can be created in advance (once certain no further transactions are required in the oldest of the 5 most recent financial years in the system) and the new periods need to be set to Allow postings prior to transactions being able to be processed in the new periods. Some organisations strictly control which periods can be posted to, by role; other organisations are happy to open up all periods for everyone.

If a user is entering a transaction and a red cross appears next to the transaction date that says: 'Transaction Date is locked out for processing for this user' that means they do not have permission to process transactions in that period. Permissions will need to be granted.

4. General (Nominal) Ledger

Sybiz Vision's general ledger is the financial heart of the system. Subsidiary ledgers post automatically to the general ledger based on the configuration of the system.

The transaction engine in Sybiz Vision is prohibited from posting an out of balance batch at the general ledger level such that the trial balance can never get out of balance.

For all reports to become active in the general ledger a Profit Brought Forward account must exist.

General Ledger and reconciliation overview

Posting methods

Sybiz Vision supports periodic and accrual (matching) based posting methods. The system can be set to the preferred method via General Ledger Defaults, in consultation with external accountants to ensure accounting policies are updated and any journals for the change in method are provided. A Posting Details report is available to guide you with the various posting accounts that require configuration.

Offsetting

Offsetting is a concept used throughout the system to match related transactions, such as a sales invoice to a customer receipt. Once offset against each other, transactions are no longer deemed 'outstanding'. Further, a customer's account may have a zero balance but consist of un-offset items of equal and opposite values. Offsetting is best done at the time of processing the secondary transaction but can be done separately via Offset Allocations or Journals.

Generally speaking, customer and supplier offsets can be unallocated and re-offset against the correct transactions but there are limitations where discounted transactions or those involving foreign currencies cannot be unallocated due to complex tax and foreign exchange variance processes.

Care should be taken when dating offsets to ensure that they don't pre-date any of the transactions being offset as this can cause a timing imbalance between subsidiary ledgers and their general ledger control accounts.

Regular reconciliation

The Ledger Reconciliation report is the heart of the system from a reconciliation standpoint, and it should be regularly run to check the overall system balances. This report is a life-of-database report in that it cannot be run as at a chosen date, nor for a selection of periods. The Ledger Reconciliation report is arguably the most important in the system and should always be in balance. If it's out of balance, then an investigation is warranted. This report will be discussed in detail later in this chapter.

A typical use of the report is in cases where a subsidiary ledger report, such as an Aged Balance List does not balance with the general ledger control accounts as at a certain date. If the Ledger Reconciliation report balances, then that almost always means, there is either a timing difference or the Aged Balance report (or equivalent) has been filtered such that it is not reporting all data or the report has been modified from its original.

Management grids

Another key to keeping on top of reconciliations is also good database housekeeping. Various transactions may, for a number of reasons, remain incomplete. Each ledger has Management Grids available that help identify transactions that have been lingering, eg orders or saved transactions that are never going to be taken to a state of completion.

The Management grids are not just for housekeeping purposes and for a lot of users, they are a central focus for a more efficient day-to-day process. Various examples will be referenced in this guide.

Reports overview

Data sources

Without reports, reconciling would be an astronomical challenge. Reports draw data from a variety of sources and different reports may present data that on the surface appears to be the same but with different values. For example, the inventory ledger reports generally regard the delivery of items as the sale or purchase, whereas debtors and creditors regard the invoice as the sale or purchase.

From a financial perspective the reports that draw from the transaction tables are the reports that reconcile and 'speak' a consistent financial language. The balance, history and summary reports across ledgers are the transaction table-based reports.

For performance reasons the general ledger Trial Balance, Balance Sheet and Profit & Loss reports report from a period balances table, meaning they cannot be run for frequencies of less than a period. If required, custom reporting can be utilised for more frequent reporting intervals, for example, a daily profit and loss report could be written.

Virtual EOFY Journals

Another concept that is important to understand when using Sybiz Vision is that the end of financial year journals are virtual in nature. When you look at reports or transaction history for general ledger accounts in the profit & loss categories the 'EOY Journal' description is used for these virtual journals.

Report sets

Report sets enable a suite of reports to be run (and even scheduled for automatic delivery) in a single process, rather than running each report individually. Report

sets can include multiple versions of the same report with different settings, customised versions of standard reports and custom reports.

It is important to not let the convenience of report sets get in the way of normal checks and balances so, don't just file the reports away, make sure they are checked before they are filed.

Report sets are outlined in more detail in their own section toward the end of this guide.

Reports reconciliation overview

As stated, the Ledger Reconciliation report is the primary report used for reconciliation purposes and should always balance. It is a life-of-database report and in the event that it is found to be out of balance it should be run on a more frequent basis to ascertain whether the imbalance is static or changing, which assists in investigating the cause.

The Trial Balance can also be used as at a particular date to reconcile with other ledgers. The Aged Balance reports for debtors and creditors should balance to the control accounts, as should the Summary reports for Jobs and Service. The inventory Quantity and Value report should reconcile to the relevant control accounts in the Trial Balance too. Finally, the fixed assets module can be reconciled via the Depreciation Schedule compared to control accounts.

Unlike the Ledger Reconciliation report, the above reports can be run as at a certain period, such as at the end of the previous financial year to reconcile at a particular date.

Troubleshooting

Changing posting accounts

If changes are made to the automatic posting accounts throughout the various ledgers, then any control account balances should be journaled from the old account to the new account. This is not an automatic process and must be performed manually. Therefore, it is recommended to minimise any changes to posting accounts to when they are absolutely necessary. If a change is being made to say, split creditors into trade and sundry control accounts then the aged balance list report can be used to work out how much stays with the current trade creditors control account and how much is to be journalled from the trade creditors control to the new sundry creditors control account.

Journaling directly to control accounts

Another common cause of the Ledger Reconciliation report not balancing is where journal entries are made manually to control accounts. There are rare instances where such transactions are warranted, such as a trial balance take-up in a new database or changes to automatic posting accounts. However, the ability for any transaction, other than an automatic posting hitting a control account should be prevented. The use of 'Automatic Posting' as the transaction description for postings that have come about from automatic postings makes it

easy to distinguish any other transactions when viewing an account's transaction history.

Modified and/or filtered reports

A general tip for reconciliation and any other instance where a report does not produce expected results is to compare the unmodified version of the report to the modified version. Sybiz Vision adopts a preservation approach to the reports that ship with the system, in that the out-of-the-box version cannot be modified. Instead, they need to be cloned to be modified. The upside of this is that if a modified version is producing unexpected results, a comparison can be made with the original version.

Similarly, when running reports, it is possible that the report may be filtered and the output may not produce the same results as an unfiltered report. Therefore, it is also handy to ensure unfiltered reports are used when reconciling.

Back-posting/ forward-posting

A classic reconciliation issue comes about from transactions that don't follow a sensible chronology. An example is a receipt dated early in one month, but the offset is dated prior to the receipt. Back dating exchange rate changes can also have reporting consequences. There may be legitimate reasons to process transactions in such ways and if that is the case and reconciliation issues arise, the Ledger Reconciliation report can be used to confirm any issue is merely a timing issue.

Multi-currency quirks

Generally speaking, what happens at the subsidiary ledger level is reflected in the general ledger but there are certain transactions where that is not always the case, such as exchange rate changes which produce changes in unrealised gains and losses.

Accounting Periods

Overview

Sybiz Vision databases are arranged into 12 or 13 financial periods per year. Up to 5 years can be open from a transaction processing perspective and each financial period is individually securable from a user (role) rights perspective. Permissions can be conveyed on a role-by-role basis. For example, a user that looks after the accounts payable function may continue to transact in the previous period, whereas other users (roles) may be prevented from doing so.

The accounting periods themselves are arranged within a financial year. In most cases the periods represent the calendar months within the given financial year. The 13 period option exists for those businesses that wish to break their years into 13 separate four week periods. For consistency this guide will use the 12 periods, representing calendar months, for financial years.

Creating a new year

Because of the virtual nature of the end of year journals for profit and loss accounts, there is no formal end of year process from a database perspective. Instead, the new financial year can be created in advance. This can be done via the General Ledger > Utilities > New Financial Year menu.

When the new financial year is created the resulting period name and dates are derived from the preceding year's pattern. The permission to post in the new periods is turned off by default and must be manually granted when you are ready to begin transacting.

Account Controls

Restrict accounts to relevant transactions

General Ledger accounts can be restricted as to the transactions that they can be subject of. It is highly recommended that control accounts be set to allow Automatic Postings only. If the need arises to post a different kind of transaction, then temporarily enable that and restore Automatic Postings only once the exception has been managed.

User Controls

Use role-based permissions for accounting periods

Permissions to post to certain periods can be granted to all users or on an individual role basis. It is recommended to have a good set of processes in place to reduce the likelihood of a transaction being posted into the incorrect period.

Transaction date defaults

Users can set the behaviour of their default session transaction date which can assist when posting transactions at a specific date, such as the final day of the previous month. Each user is able to set the behaviour that makes sense for them at that time. The behaviour inherited from the User System Session Date settings acts merely to default the transaction date, but the transaction dates can be changed from that default.

Reporting

In addition to the Ledger Reconciliation report you should include, as a minimum, the Trial Balance, Balance Sheet and Profit & Loss Statement in a report set for end of month reporting.

Trial Balance

The Trial Balance report is a universal accounting report to show the balance of the entire general ledger as at a point in time. The Trial Balance must always be in the state in which debits equal credits. For performance reasons, Sybiz Vision produces the Trial Balance and other general ledger reports with a minimum frequency of per period (as opposed to a specific date).

Balance Sheet

The Balance Sheet is also a universal accounting report in which Net Assets (Assets minus Liabilities) should always equal Net Equity. The balance sheet is run 'as at' a particular period end.

Profit & Loss Statement

Another universal accounting report, the Profit & Loss Statement reports income less expenses and calculates the relevant profit or loss for the period(s) reported. The Profit & Loss Statement is run for a range of periods and thanks to the virtual EOY Journals that Sybiz Vision utilises, the Profit & Loss Statement can be run across financial year bounds, for example calendar year, rather than financial year (in jurisdiction where the two differ).

Comparative Profit & Loss

This is a specialised version of the Profit & Loss in which the corresponding previous periods can be compared to the periods the report is being run for.

Transaction Batch History

This is a handy report to drill down into the various postings that occurred on a batch-by-batch basis. From a diagnostic view point it can be helpful to look at postings that have occurred after changes to posting settings have been made.

Transaction History

This report can be used to quickly isolate postings to control accounts that have not resulted from automatic postings from subsidiary ledgers. This report produces a similar output to the General Ledger account's History tab in the Enquiry screens.

Dashboards

Dashboards are generally not used directly for reconciliation purposes, but they can be helpful in identifying trends and anomalies at a high level.

Budgets

Preparing Budgets

Budgets are best established using an export and import approach with manipulation of budget figures occurring in a spreadsheet tool before importing the updated budgets. The budget export can be intelligently built using existing budgets or actual figures as the basis of the initial export. The General Ledger > Utilities menu is where to find the Budget Export and Budget Import processes. Budgets can be updated via further imports or at an individual account level.

Importing Budgets

If updating an existing budget, it is best practice to export the existing budget and set the file aside as a backup. When importing a new budget, the target financial year needs to exist in the system prior to being able to import the budget for that year.

Reconciling Banks

Bank Reconciliation overview

Sybiz Vision's Bank Reconciliation prevents processing until the reconciliation balances. It is important to realise that this does not mean forcing the Bank Statement Closing Balance to enable to Bank Reconciliation to process.

The Bank Reconciliation process should only be completed on today's date if you are certain all transactions with today's date have hit the bank and therefore contributed to today's closing balance. In most cases this is not fool-proof and best practice would dictate that a bank reconciliation should only be performed up to yesterday at the latest.

Bank Reconciliation dates are contiguous such that the start date of the next bank reconciliation cannot be less than the end date of the previous bank reconciliation. The opening balance of a new bank reconciliation is inherited from the closing balance of the previous bank reconciliation.

In the event that a bank reconciliation has been force-processed incorrectly, a data-fix is potentially required.

If the bank reconciliation process is performed as intended there would be very little to troubleshoot.

Bank Reconciliation Troubleshooting

Backposting

The bank reconciliation is the process of reconciling the Sybiz Vision cashbook to the bank's records. As such, if a transaction is back-dated after the bank reconciliation has been processed the corresponding general ledger cashbook balance would be different to what was reconciled and almost certainly mean the Bank Statement Closing Balance had been fudged. If it is something that can be corrected in the following bank reconciliation and it is well noted then a data fix may not be required. However, if the end of financial year bank reconciliation was compromised, a data fix is most likely required.

Transposition error

If the amount is immaterial an adjusting entry could be processed to the cashbook to enable the bank reconciliation to be processed. More significant errors may require external guidance.

Incorrect end date

An incorrect end date can be corrected on the most recent bank reconciliation only, using the right-click > Correction method via the Bank Reconciliation tab in the Bank Account's Enquiry screen. Older bank reconciliations would require a data fix.

Reconciling Tax

Tax reporting overview

Tax periods and financial periods are separate and distinct in Sybiz Vision. They may coincide with the same date ranges but they are otherwise unrelated. The creation of a Tax Year is a separate process and is performed via the General Ledger > Tax Periods area.

If you forget to create a new tax year, only to discover that fact upon going to close the period, fear not. You are able to create the new tax year, even though transactions have already been processed as the transactions are only married to the tax period during the Close Tax Period process.

If a transaction is processed after the tax period in which it should have been reported is closed then it will be reported in the next tax period.

To drastically reduce the likelihood of a tax period being closed inadvertently an extra check box has been added in recent versions that must be checked to confirm the intention of closing the tax period.

Cash vs Accrual

Sybiz Vision can cater to the cash and accrual methods of tax accounting and the method can be changed (assuming correct processes are followed in line with local laws).

Reconciliation approach

When closing a tax period the relevant 'boxes' can be drilled down into using the adjacent ellipsis on the Calculation Sheet to check the transactions that comprise the amount being reported in the box. Note that transaction dates may pre-date the natural date range for the tax period as back-posted transactions are picked up too.

From a general ledger perspective, it is recommended to journal from the Tax/VAT/GST Payable and Receivable accounts to a payment clearing account as at the end date of the tax period.

The amounts to journal should be derived from the Tax Manager Statement report. That way, when looking at the balances of your tax control accounts at the end of a period it will show you how much tax is still attributable to unpaid transactions if you are using the cash basis of reporting.

Tax reporting Troubleshooting

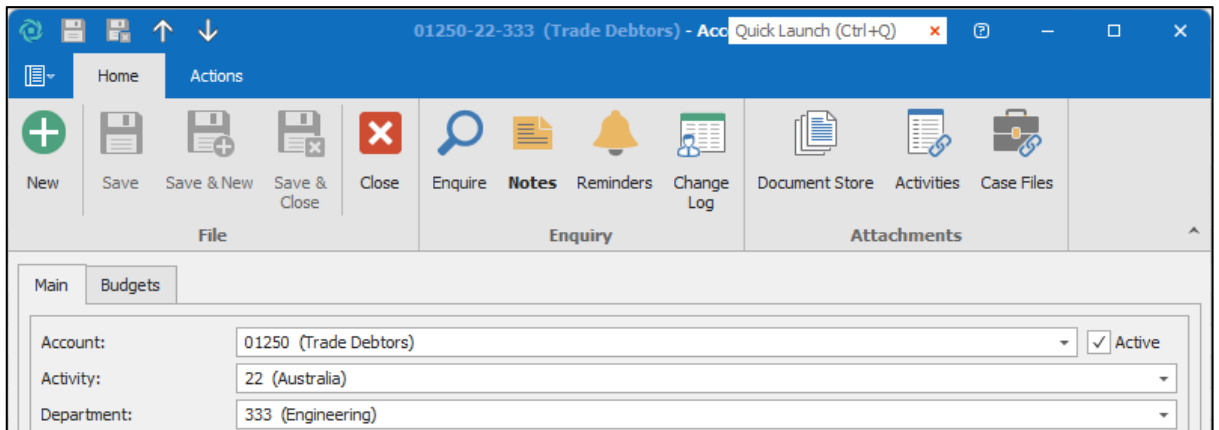
Transactions exempt from tax treatment

Some transactions, eg Wages, are not subject to tax/VAT/GST treatment, as such a tax code should be configured that is not reportable and attributed to such transactions. Many users will tag such transactions as GST Free or VAT Free which is not correct.

General Ledger Housekeeping

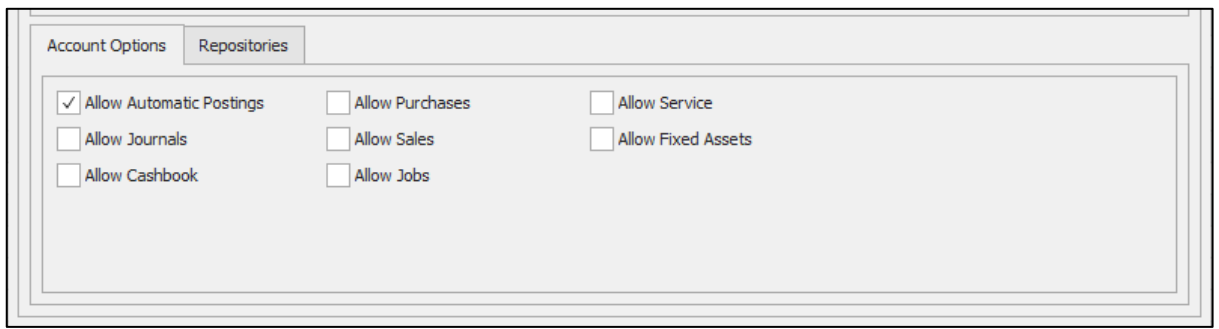
Inactivate old accounts

Sybiz Vision does not permit the deletion of accounts that have been transacted against. If accounts are no longer in use they can be flagged as inactive. Ensure the account has a zero balance prior to removing the Active flag.



Review transaction types applicable to accounts

By restricting the types of transactions for which a general ledger account can be subject, it reduces the chances of an account being mistakenly used.



Review posting accounts

You may wish to change the level of detail in your general ledger by increasing or decreasing the number of accounts used for automatic posting purposes.

5. Subsidiary Ledger Overview

Each of the subsidiary ledgers in Sybiz Vision should be represented by equivalent balances in the general ledger. As transactions are performed at the subsidiary ledger level the relevant postings are automatically calculated and posted to the general ledger.

Automatic Postings

The subsidiary ledger's groups (or locations, or cost centres, or job stages, or service items, or stores) determine the posting behaviour to the general ledger. The concepts of automatic postings are the same across all ledgers, although some ledgers have more posting options than others.

General ledger accounts used for these automatic postings should be configured to only permit transactions that are automatic postings, with exceptions managed through temporarily permitting transactions of other types.

Care should be taken to get the correct balance of detail for your organisation, both from a reporting and reconciliation standpoint. Some organisations are fine with a single debtor group; others may have multiple groups with a single general ledger control account for trade debtors that all groups post to; others may wish to have one general ledger control account per group.

Where there is an added layer of complexity, such as customer or supplier groups in foreign currencies it is a good idea to set automatic postings to a separate account to assist with reconciliations.

If changes are to be made, whether that is to increase or decrease the required control accounts, remember to journal the balances as appropriate.

For the purpose of reconciliation we are interested in the subsidiary ledger's control account, such as Trade Debtors for debtors, Stock on Hand for Inventory (potentially Sales and Purchase Accrual accounts too), and in the case of Fixed Assets, both the Acquisition and Accumulated Depreciation accounts. These accounts are what represent the balances of the subsidiary ledgers at the general ledger level.

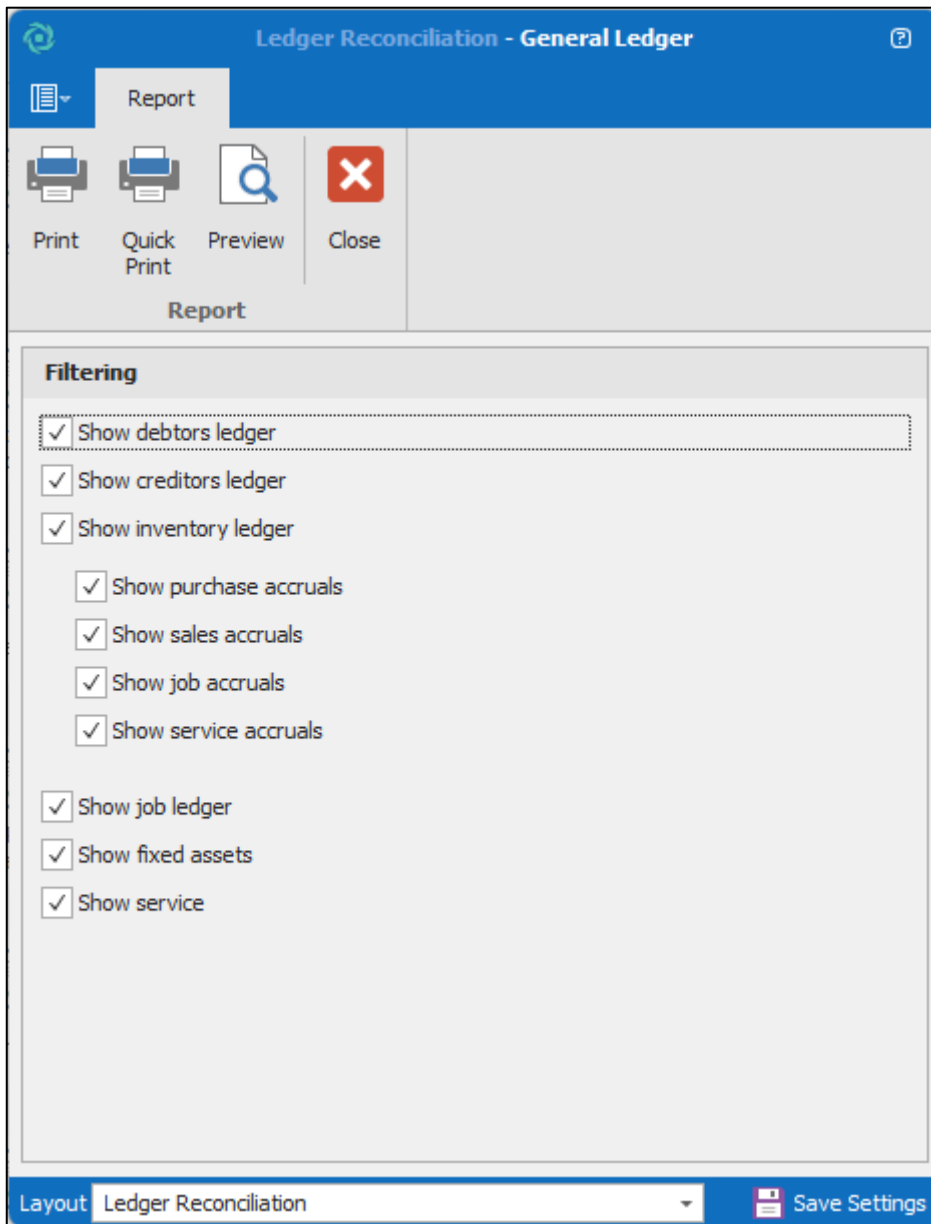
Ledger Reconciliation report

The Ledger Reconciliation report, found in general ledger reports is arguably the most important report in Sybiz Vision. For performance reasons it is a life-of-database report meaning it cannot be run for a certain date range or as at a particular date.

It is recommended to run the Ledger Reconciliation report on at least a monthly basis. If there are discrepancies then the report should be run more frequently, perhaps even daily, while imbalances are investigated.

A reconciliation report that balances perfectly does not guarantee the Trial Balance control accounts compared to their underlying ledgers will balance as at all points in time. By being a life-of-database report, the Ledger Reconciliation report will nullify any timing differences. What this means, is that if the Ledger

Reconciliation report balances but the Trade Debtors general ledger account does not reconcile with the Customer Aged Balance List then it's most likely a timing issue that will resolve itself.



Not all ledgers and options will be relevant to all organisations so just include those that are relevant. It is recommended to use Save Settings once you have selected the relevant options so that the system remembers for next time.

In the event an imbalance exists the Ledger Reconciliation report will display a red ** OUT OF BALANCE BY... message adjacent the group with the imbalance. Balanced groups will not display a message.

The following extract shows a job group that does not reconcile to its general ledger control account.

Code	Description	Exchange Rate	Subsidiary
17	Internal Jobs		14,932.99
Control Account Total		Control	Subsidiary
01300-03-333	R and D	15,023.90	14,932.99
** OUT OF BALANCE BY: 90.91 **			

Because the Ledger Reconciliation report is a life-of-database report the imbalance requires investigation. The effort required is directly related to the time since the section of the report last reconciled. If the report balanced last month, then you only need to take a look at this month's actions to identify the potential cause. However, it is important to realise the cause could have been a transaction that was posted further back in time. Meaning the entry of the transaction occurred since the report was last in balance, but the transaction date preceded the date at which the report was run.

It is a good idea, while investigating the cause to run the Ledger Reconciliation report on a more frequent basis as any further movement in the imbalance can help zero in on the underlying issue and find a pattern of transactions to investigate.

Reconciling individual ledgers

The trial balance report can be run as at the end of any period and it will include the balances for all control accounts to compare to subsidiary ledger reports. Similarly, subsidiary ledger reports that can be reconciled to the general ledger can also be run as at a particular end of period date.

The following table lists the reports from the subsidiary ledgers that can be compared to the trial balance as at a certain date. When running subsidiary ledger reports, make sure they are group and/or sorted in a manner that reflects your postings. For example, if you have three customer groups, each with their own control account for Trade Debtors then you would want to group the Aged Balance List by Group. If you only used one Trade Debtors control account across your three customer groups then the grouping is less relevant as you will be comparing the report total to the Trade Debtors balance.

Ledger	Report
Debtors	Aged Balance List
Creditors	Aged Balance List
Inventory	Quantity & Value Report
Fixed Assets	Depreciation Schedule
Job Costing	Job Summary Report
Service	Service Summary Report

It is recommended to use a report set for reconciliation to include the Trial Balance and subsidiary ledger reports relevant to your organisation.

Remember, it is possible to have situations in which both the Ledger Reconciliation and individual ledgers compared to the trial balance all balance perfectly – through to the opposite where neither balance.

If the Ledger Reconciliation report has out of balance issues, that is indicative of a definite problem as it encompasses the life-of-database. If the Trial Balance does not compare favourably with subsidiary ledger reports then an investigation is warranted, but if the Ledger Reconciliation report is fine, it's most likely a timing issue you're witnessing.

Reconciliation Issues

Timing

This is an issue relating to the offsetting concept that applies to the Creditors, Debtors, Job and Service ledgers. Essentially it is identified in cases where the Ledger Reconciliation report balances but a comparison of a control account to the subsidiary ledger does not.

An example of a scenario is as follows:

Date	Event
15/05/2026	Sales invoice raised
01/06/2026	Customer pays invoice
31/05/2026	Receipt offset against the invoice (ie the offset is dated prior to the receipt existing!)

The software does not prevent unconventional chronologies of related transactions as there may be legitimate reasons for transactions to be processed in that way.

Automatic Posting account changes

From time-to-time changes may be made to posting accounts, whether that is to rationalise postings to a single account for a ledger, or the opposite, it is important to realise that a journal is necessary to transfer the associated balances.

Failure to journal the balances will, more often than not, result in the Ledger Reconciliation report no longer balancing.

It is important to note that any historical comparisons of the subsidiary ledger to the trial balance control account will also be affected by changes to control accounts.

Posting directly to control accounts

This is the most common cause of imbalances between the control accounts and the subsidiary ledgers they represent. By reviewing the transaction history for an account, either via the enquiry screen or a report you can check for transaction descriptions other than 'AUTOMATIC POSTING' and investigate from there.

There are legitimate reasons to journal directly to control accounts, such as when a trial balance is taken up when creating a database or when changing posting accounts. However, it is quite easy to avoid this problem by restricting the nature of transactions that can be posted to a control account by allowing Automatic Postings only.

01250-22-333 (Trade Debtors) - Account Quick Launch (Ctrl+Q)

Home Actions

New Save Save & New Save & Close Close Enquire Notes Reminders Change Log Document Store Activities Case Files

File Enquiry Attachments

Main Budgets

Account: 01250 (Trade Debtors) [Active] Active

Activity: 22 (Australia)

Department: 333 (Engineering)

Code: 01250-22-333

Description: Trade Debtors Cashflow Account Type: From Sales Activities

Account Type: Current Assets Sort Code: Select a sort code

Analysis Code: Select an analysis code Tax Code: Select a tax code

Alternative Code: Consolidation Account: ⚠

Account Options Repositories

Allow Automatic Postings Allow Purchases Allow Service

Allow Journals Allow Sales Allow Fixed Assets

Allow Cashbook Allow Jobs

Created: System on 9/09/2015 Modified: Administrator on 27/01/2026

In the event it becomes necessary to post a journal to the account, the Allow Journals flag can be temporarily enabled and then disabled once the transaction has been processed.

The Posting Details report can be used to identify all general ledger accounts that are used for automatic postings throughout the system. Those accounts can then be restricted to Allow Automatic Postings only.

6. Debtors Ledger Reporting & Reconciling

Reporting

Aged Balance List

The Aged Balance List report is an essential inclusion in month and year end report sets and it should be checked to ensure it reconciles to the general ledger control account(s), ie Trade Debtors and equivalent.

Customer Statements

Statements may need to be sent to customers each month, the Customer Statement report is listed among the reports for design purposes but the statements should be generated via Debtors > Sales Management > Statement Run

Other reports

Depending on the nature of your organisation you may consider adding reports such as Sales by Product and Sales Summary to your monthly and annual report sets. Custom reports can also be included in your report sets.

Aged Balance List compared to Trial Balance

Even if the Ledger Reconciliation report balances it is still a good idea to compare the Aged Balance List to the relevant control accounts on the Trial Balance.

In the event where multiple customer groups exist with different posting accounts you can add multiple copies of the Aged Balance List report to your report sets such that it enables an easier comparison of the subsidiary ledger to the control accounts.

For example, if customer groups A, C & F post to account 1200 Trade Debtors and customer groups B, D & E post to account 1210 Sundry Debtors then you can add two additional versions of the Aged Balance List report to your report set, grouped by Customer Group and filtered to the groups according to their control accounts.

Deposit reconciliation

If you are utilising deposits via the Pay & Process functionality in Sybiz Vision you will need to nominate automatic posting accounts for your customer groups.

To reconcile the amount held in the Deposit Control accounts with outstanding deposits, compare the balance of the Deposit Control account(s) to the Outstanding Orders report in the general ledger for the control accounts in question.

Debtors Ledger Housekeeping

Housekeeping doesn't need to be saved for end of financial year. It may be best to do the majority of housekeeping at quieter times, leaving just a bit of residual work for the end of the financial year.

Small balance write-offs

From time to time some accounts may be short paid or small amounts remain unallocated on accounts that may not see further activity. The Aged Balance List report can be run to identify small balance accounts and Customer Journal transactions can be used to write-off the minor balances.

Bad and doubtful debts

Review the adequacy of your provision for doubtful debts and write off any bad debts that remain uncollected after appropriate recovery efforts. Customer Journal transactions can be used for write-offs and General Ledger Journals used for any adjustments required for doubtful debts.

Account for revenue received in advance

If relevant, journal entries may be required to adjust for revenue received in advance with those same journals possibly flagged for reversal in the new financial year.

Review and cleanse orders and quotes

Use the Sales Management grids to identify orders and quotes that are not likely to be subject of further transactions.

The Cleanse Order Wizard works by reducing the quantity ordered to match the net quantity delivered or invoiced (whichever is the highest). In the event the quantity delivered and invoiced are zero, or otherwise the same, the order line will be rendered complete. If all lines are now complete the order will no longer be outstanding.

If there is a disparity between the quantity delivered and invoiced then the order line will remain outstanding and require further attention, eg crediting a quantity such that net invoiced will match the net delivered quantity.

In the event an order had no deliveries or invoices performed against it, it will be deleted because orders have not created any financial postings.

The Cleanse Quote Wizard will simply delete the candidate quotes that have not been subject of other transactions (eg Sales Orders, Sales Invoices).

Cleanse Statements

The Cleanse Statement Wizard should be used to maintain and manage the customer statement archive. Because of the nature of customer statements, being documents as at a certain date, there is a possibility that if back-posting occurs a re-generation of a statement will not match the originally generated version. Therefore, archiving Customer Statements is potentially advantageous on a short-term basis such that any requests for a statement to be re-provided will match the version originally produced. The need to provide a statement again diminishes over time and a process to periodically purge the statement archive will reduce database size and backup size.

Review pricing and trading terms

Again, this is not something that necessarily needs to wait until the end of a financial year, but price reviews should be conducted from time to time.

Depending on how the software is used in your organisation you may need to review Price Scales, Special Prices (and discounts) and Contract Prices via export and import processes or using inbuilt price update mechanisms. Further, Sales Template prices and Periodic Bill prices may require review, especially if set to always use template prices.

Trading terms including the time interval for customers to pay, credit limits and interest for late payment may require review as well, in line with any existing agreements that may be in place with customers.

7. Creditors Ledger Reporting & Reconciling

Reporting

Aged Balance List

The Aged Balance list report is an essential inclusion in month and year end report sets and it should be checked to ensure it reconciles to the general ledger control account(s), ie Trade Creditors and equivalent.

Other reports

Depending on the nature of your organisation you may consider adding other reports such as Purchases by Product and Purchase Summary to your monthly and annual report sets. Custom reports can also be included in your report sets.

Aged Balance compared to Trial Balance

Even if the Ledger Reconciliation report balances it is still a good idea to compare the Aged Balance List to the relevant control accounts on the Trial Balance.

In the event where multiple supplier groups exist with different posting accounts you can add multiple copies of the Aged Balance List report to your report sets such that it enables an easier comparison of the subsidiary ledger to the control accounts.

For example, if supplier groups A, C & F post to account 2200 Trade Creditors and supplier groups B, D & E post to account 2210 Sundry Creditors then you can add two additional versions of the Aged Balance List report to your report set, grouped by Supplier Group and filtered to the groups according to their control accounts.

Request statements from suppliers

If necessary, request statements from suppliers. Some suppliers may be involved in a small number of transactions with you and a statement may not be worth requesting if it isn't sent to you already. Other suppliers may have numerous transactions going through the requisition, order, delivery and invoice cycles, providing more opportunities for something to be missed along the way. The supplier statements should be compared to your records to identify any discrepancies.

Housekeeping

Housekeeping doesn't need to be saved for end of financial year. It may be best to do the majority of housekeeping at quieter times, leaving just a bit of residual work for the end of the financial year.

Small balance write-offs

From time to time some accounts may be short paid or small amounts remain unallocated on accounts that may not see further activity. The Aged Balance List

report can be run to identify small balance accounts and Supplier Journal transactions can be used to write-off the minor balances.

Account for pre-paid expenses

If relevant, journal entries may be required to adjust for revenue pre-paid expenses with those same journals possibly flagged for reversal in the new financial year.

Review and cleanse orders

Use the Purchase Management grids to identify orders that are not likely to be subject of further transactions.

The Cleanse Order Wizard works by reducing the quantity ordered to match the net quantity delivered or invoiced (whichever is the highest). In the event the quantity and delivered are zero, or otherwise the same, the order line will be rendered complete. If all lines are now complete the order will no longer be outstanding.

If there is a disparity between the quantity delivered and invoiced then the order line will remain outstanding and require further attention, eg crediting a quantity such that net invoiced will match the net delivered quantity.

In the event an order had no deliveries or invoices performed against it, it will be deleted because orders have not created any financial postings.

Review purchase requisitions in progress

Ensure expected approvals have been carried out and subsequent actions taken as a result. Approval Groups may also benefit from a review in terms of financial limits and the individuals involved in the approval process.

Review pricing

Supplier Special Prices can be used to store supplier price lists and the supplier price lists may have expiry dates that are close to lapsing or have recently lapsed. New price lists may need to be manually request from suppliers to import into new special price tables for the new date range. If using date ranges in special prices you don't have to wait until the first day of the new prices to perform the import, they can be imported ahead of time and only come into play when a relevant transaction date is used.

8. Inventory Ledger Reporting & Reconciling

Reporting

Quantity & Value report

This report is also an essential inclusion in month and year end report sets, and it should also be checked to ensure it reconciles to the general ledger control account(s), ie Stock on Hand accounts.

Other reports

Depending on your organisational requirements you may also be interested in including Purchases by Supplier and Sales by Customer reports in your report sets.

Housekeeping reports

In reviewing inventory performance, the following reports will assist: Product Inactivity, Product Movement, Product Reorder and Product Significance.

Posting methods

As mentioned, Sybiz Vision supports postings by Group or Location or a combination of both. It is best to choose one method and stick to it but it may make more sense for non-diminishing product items to be posted by group, rather than location.

A new Stores concept has been recently introduced to act as an override to re-direct sales and cost of sales in the event a sale is made by one store of stock at another store. However, for the purpose of reconciling to the general ledger control accounts, the Stores concept can be ignored as it pertains to profit and loss accounts only, rather than the balance sheet control accounts.

Quantity & Value report compared to Trial Balance

Because Sybiz Vision allows posting to the general ledger to occur on the basis of Product Groups and/or Locations it is important to output this report in a format that makes it easier to compare to the general ledger.

This report presents two 'Value on Hand' columns – one at 'Avg' (a misnomer) and the other at 'Current'. It is important to understand the differences. Firstly, at 'Average' is the actual value based on the costing method in use (in a lot of cases that is average costing, but it is best read as 'Actual Cost'). The value at 'Current' reflects the replacement cost of stock holdings, in other words, if the warehouse burnt down and the stock had to be replaced, how much would it cost based on the last purchase (Last Cost) of that stock.

Accrual postings

If using Sales Accruals and Purchase Accruals to account for goods delivered not invoiced and the equivalent then these accounts can be reconciled using the Ledger Reconciliation report. Changes to accrual values update individual order lines and, as such, a movement history is not retained as the performance impact

is deemed greater than the need to retrospectively verify the figures. However, some organisations may have a need to track movements in accrual figures on a fine-grain basis, as such your Sybiz consultants can be engaged to author a custom SQL database trigger and associated reporting for this purpose.

Stocktake

Planning your stocktakes will save time in the overall process. Sybiz Vision has received a number of improvements and the stocktake process has become more efficient as a result. If your plans have not been reviewed in line with the version of Sybiz Vision you are utilising it is wise to do so to take advantage of cumulative improvements.

Depending on accounting policies and posting methods the stocktake requirements can vary significantly between organisations, with some requiring full stocktakes on a defined frequency and others requiring rolling stocktakes that can be spread out over time.

Sybiz Vision is capable of handling either scenario. There are a number of things to understand about Sybiz Vision's stocktake process that will assist in making the experience as smooth as possible.

The stocktake involves the preparation stage to create the stocktake list to be counted and the entry stage, to enter the results of that count.

Stocktakes are per location and can encompass the entire inventory or be broken into more manageable chunks.

If serial and/or lot tracked items are subject to stocktake then these items should be handled separately in their own stocktake to reduce the time between the count and entry of the count.

Options exist to exclude dormant products from stocktakes but care should be exercised to ensure that risk is appropriately managed as dormant products are those that have not experienced movement within Sybiz Vision. Theft is an example where movement can occur outside of the system's knowledge.

Create New Stocktake

Stocktake Options
Select the criteria to be used to produce a list of products to count

Date Counted:	<input type="text" value="5/06/2026"/>	Start Batch Number:	<input type="text" value="n/a"/>
Stocktake Number:	<input type="text" value="Automatic"/>		
Description:	<input type="text"/>		
Location:	<input type="text" value="5 (QLD)"/>		
Bins:	<input type="text" value="(No Filter Applied)"/>		
Products:	<input type="text" value="(All Selected)"/>		
Product Groups:	<input type="text" value="(All Selected)"/>		
Sort Codes:	<input type="text" value="(All Selected)"/>		
Costing Method:	<input type="text" value="(All Selected)"/>		
Tracking:	<input type="text" value="Non Tracked Products Only"/>		
Performed By:	<input type="text" value="Select a user"/>		

Include Inactive
 Include products with zero quantity on hand
 Include products with no transactions since last stocktake

Different entry methods exist from manual, to spreadsheet import, to mobile apps and a combination of all can be used within the same organisation.

Sybiz Vision will adjust count quantities for any movement that occurs between the initiation of the stocktake and the entry of the results. For example, if 10 items are in stock when the stock take is initiated and 10 items are counted but 2 are sold before the count is entered, when the user enters the count of 10 the system knows 2 have been sold in the interim and no adjustment occurs.

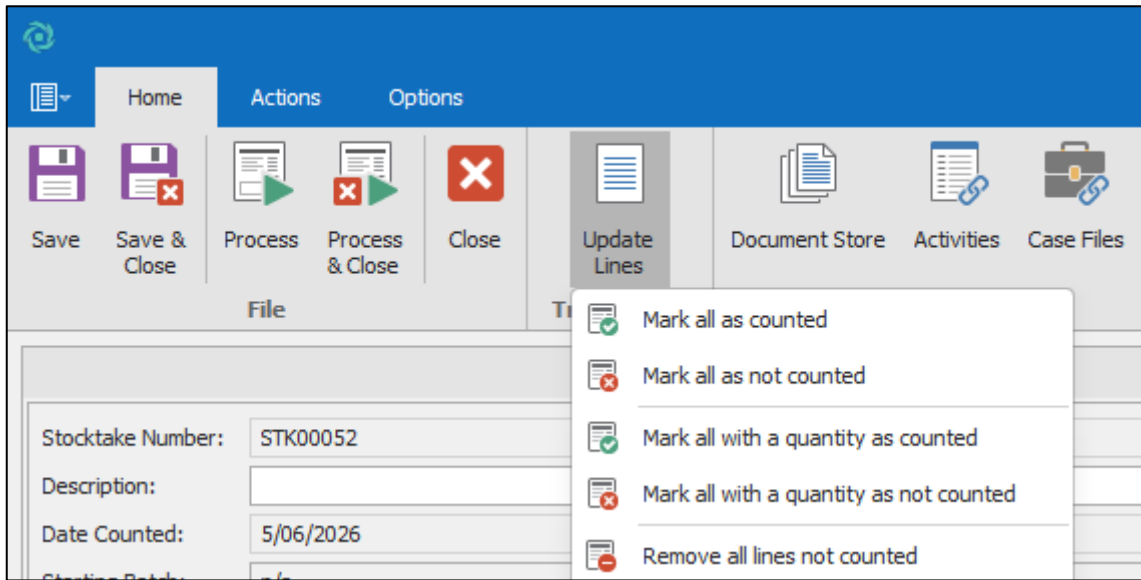
It is best practise to minimise the time between the preparation of the stocktake and the entry of the stocktake count. For tracked items it is best to not transact those items between the preparation and entry of the stocktake.

When entering a stocktake the Quantity field is blank to distinguish between lines that have been counted as zero and lines that are yet to be counted.

The Update Lines option provides some time saving tools, to update residual lines en masse.

A stocktake can be processed without marking all items as counted, any items not counted are effectively ignored and are indistinguishable from items not included in the stocktake in the first place. As such, consideration should be given

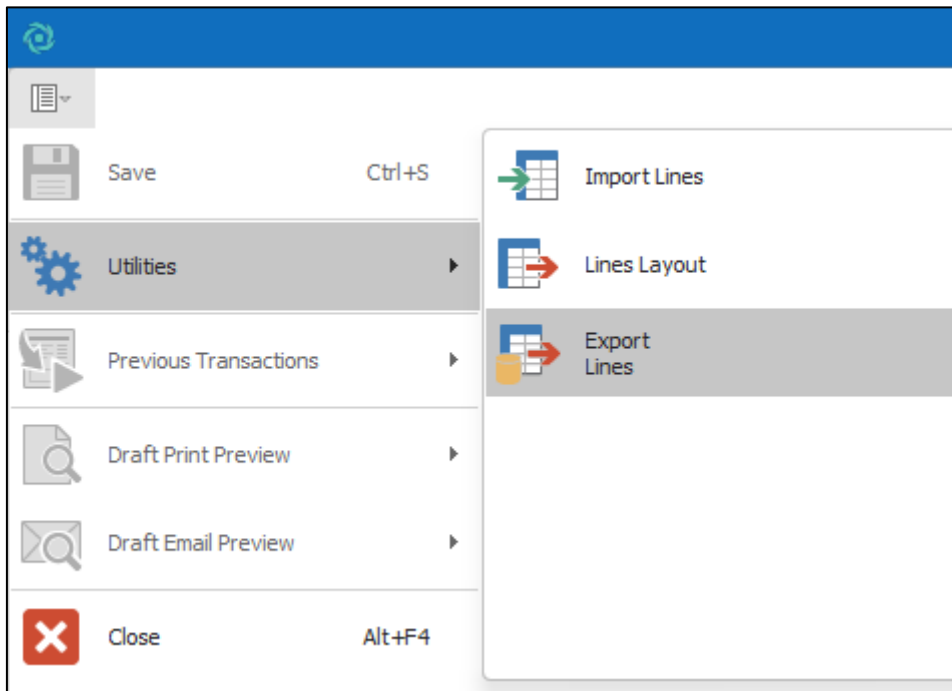
to removing uncounted lines from the stocktake to reduce the likelihood for confusion.



Associated reporting

Once a stocktake has been created, the Stocktake report in Inventory reports can be generated for that stocktake in the event a physical sheet is required for entry. The report can be easily modified to suppress the Quantity on Hand field. The Quantity on Hand is as at the time the stocktake was generated, rather than when the report was generated.

Alternatively, a spreadsheet can be generated for the count to be entered via the Utilities menu:



The Stocktake entry screen should be configured to produce a transaction document which will generate when the stocktake is processed. Similar to other transactions, the Stocktake transaction document can be produced in draft form based on a saved stocktake that is yet to be processed.

Product history is updated only in the event a variance requires posting. In other words, if there is no change in quantity or value then a transaction is not created. However, the stocktake report will show that the item was included in a stocktake, albeit with no changes.

Housekeeping

As with other ledgers, the housekeeping associated with the inventory ledger does not need to wait until end of financial year. Various initiatives can be spread throughout the year.

Product phase outs

Various controls exist on products to assist in the phasing out process. In the event an item has no stock on hand and is being phased out, it can just be set to inactive. And whilst controls exist to prevent purchasing, it is possible to initially prevent purchase orders so that any in progress purchases can be completed, after which the ability to purchase can be removed. These controls can be updated en masse using the Product Location import and Export.

Review stale stock

Various dashboards and reports exist to help assess stock performance and the Inventory Performance dashboard represents a good starting point to identify stale stock which could give rise to promotional efforts or a reassessment of the benefits of carrying certain stock lines.

Value adjustments

Value adjustments can be made in line with accounting policies by using the Stock Journal transaction. The Stock Journal only updates the value of items, not the quantity.

Review lead times, reorder and maximum levels

Product trends over time and supply chain challenges may necessitate a review of attributes on product records. The lead time represents the expected number of days from placing an order to the stock arriving, the reorder level is best thought of as the minimum desired stock level to hold and the maximum level is the maximum quantity of that item that you wish to hold.

These attributes can be updated via the Product Location export and import and are used in the Suggested Purchase Order routine.

Review pricing

Various pricing controls exist within Sybiz Vision product records, for example, the ability to maintain prices within desired margin ranges, with various levels of

strictness and automation. These controls are able to be managed per product enabling the right balance of risk and administrative overhead.

Prices can be maintained via export and import with utilities existing within the software to enable percentage-based updates and updates to prices that have fallen outside of acceptable margin ranges.

9. Fixed Assets Ledger Reporting & Reconciling

Reporting

The Depreciation Schedule is the one-stop-shop report for the Fixed Asset Ledger. It lists the acquisition, depreciation, adjustment and disposal values including any gain or loss on disposal. The report also has the ability to be generated in a forecasted manner.

Depreciation Schedule compared to Trial Balance

The Fixed Assets ledger has two elements to keep reconciled to the general ledger and that is the original acquisition values and the accumulated depreciation values. Each acquisition posting account should have its own accumulated depreciation account to make reports more readable and the system easier to reconcile.

The Sybiz Vision Fixed Asset ledger enables multiple depreciation books to be maintained but must include the 'Company Book' which is the only one that is involved in transaction postings. Other depreciation books may be maintained for tax purposes or group reporting requirements or for any other reason.

Housekeeping

Disposals

Asset disposals in Sybiz Vision are quite powerful in that they automatically calculate any residual depreciation (ie if disposed part way through a month) and the gain or loss on disposal. Assets that are disposed will remove their contribution to the acquisition and accumulated depreciation accounts. Typically, an asset would be disposed to a general ledger clearing account and then that account would be utilised in any sale transaction. A similar process can be used to transfer the value of an asset into inventory in the event a retired asset is to join stock for future saleability.

Assets that are fully written down but are not disposed will still contribute to the acquisition and accumulated depreciation values in the balance sheet. Whilst disposals can occur at any time of year, it is possible that fully depreciated assets that have been scrapped may not have been formally disposed may require a bit of end of year housekeeping.

Write-downs

Depending on accounting policies it may be necessary to revalue assets from time to time, a downward adjustment is achieved by performing a write-down journal.

Appreciation

Not to be mistaken as the opposite of depreciation, an appreciation journal is the method used to increase the value of an asset through a revaluation process. In essence, an appreciation journal is the opposite of a write-down journal.

10. Job Ledger Reporting & Reconciling

Reporting

Job Summary Report

The Job Summary report provides a summarised view of jobs based on the criteria used to run the report. It summarises the values of Estimates, Invoiced, Charged, Costs, Margin and WIP.

Posting methods

Sybiz Vision facilitates postings from the job ledger to the general ledger on the basis of job group, cost centre or job stage, with different jobs potentially updating the general ledger on a different basis. As such, in the event more than one posting method is utilised, it must be taken into consideration when comparing and reconciling reports.

Job Summary report compared to Trial Balance

The WIP figure on The Job Summary report can be compared to the relevant general ledger control account(s) for Work In Progress. In the event that multiple control accounts are used for job postings to the general ledger it may make sense to use report sets to produce multiple versions of the Job Summary report that are filtered and grouped to streamline the comparison to the general ledger.

Housekeeping

Review unbilled WIP

Unbilled WIP can arise when billing is performed in an ad-hoc manner and often arises when residual costs are processed against a job that was thought to be fully invoiced and complete. By regularly reviewing the Job Summary and Job Detail reports for WIP will provide opportunities to determine whether further invoicing is necessary or residual costs are to be written off via Job Journal. Jobs should be made inactive once they are at the point of being transactionally complete.

Review outstanding Job Estimates

Job Estimates, like other forms of quotes, will accumulate in the system and require periodic review to ensure they are either still relevant or not. Job Estimates have three statuses – Pending, Accepted and Rejected. Estimates that aren't used as the basis for further transactions can be deleted if no longer relevant.

Flagging complete jobs as inactive

Jobs that are deemed transactionally complete should be flagged as inactive and if residual costs are late to arrive, the job can be temporarily activated again for the purpose of adding the new costs.

Ensure retentions are run

If using Job Retentions there should be processes in place within the organisation to ensure the retention billing process is run on a regular basis to ensure any retentions that are due are indeed invoiced.

11. Service Ledger Reporting & Reconciling

Reporting

Service Request Summary Report

The Service Summary report provides a summarised view of service requests based on the criteria used to run the report. It summarises the values of Invoiced, Charged, Costs, Margin and WIP.

Posting methods

Sybiz Vision facilitates the posting from the service ledger to the general ledger on the basis of service group or request type. Unlike other ledgers the selection is one or the other, not a combination of posting methods.

Service Request Summary report compared to Trial Balance

The WIP figure on the Service Request Summary report can be compared to the relevant general ledger control account(s) for Work In Progress. In the event that multiple control accounts are used for service postings for the general ledger it may make sense to use report sets to produce multiple versions of the Service Request Summary report that are filtered and grouped to streamline the comparison to the general ledger.

Housekeeping

Review unbilled WIP

Service requests may be complete but not invoiced, by reviewing WIP the chances of leaving service requests uninvoiced is greatly reduced. Similarly, some service requests may have small amounts of WIP remaining that will never be invoiced and as such, a Service Journal can be used to write-off these small amounts. Note that journals do not automatically change the status of service requests in the way that invoices do in the event that status automation is used (refer below)

Review outstanding Service Quotes

Service quotes should be reviewed with appropriate action taken, if required. For example, older quotes that have not been accepted and have no value in retaining, for example, a service quote based on a template that was not accepted by a customer should be deleted in most circumstances.

Automating Service Request status

Service request status can be tied to the ability to invoice and the status can be automatically changed upon invoice too if the workflow of the organisation is such that a typical service request will be invoiced once and only once in the majority of cases.

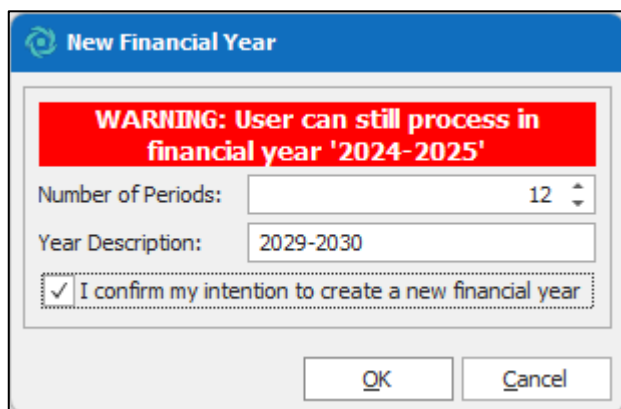
Ensure automated processes are run

The service module has automated process around meter readings and billings and service invoice runs as an option to use rather than more manual processes. If your organisation utilises these automated features it is important to have procedures in place to ensure the various processes are run on a regular basis.

12. EOFY Summary

Create new year

Creating a new financial year is a necessary process that can be carried out at any time. The only caveat is that Sybiz Vision databases can have up to 5 financial years that are open for transaction processing.



The right time to create the new financial year will vary depending on the nature of the business and where they are at with audit or similar processes. With a confirmation check box in place to affirm the intention to create the new year, it is unlikely too many new years will be created at one time. However, the confirmation check box was introduced for that very reason, so do take care.

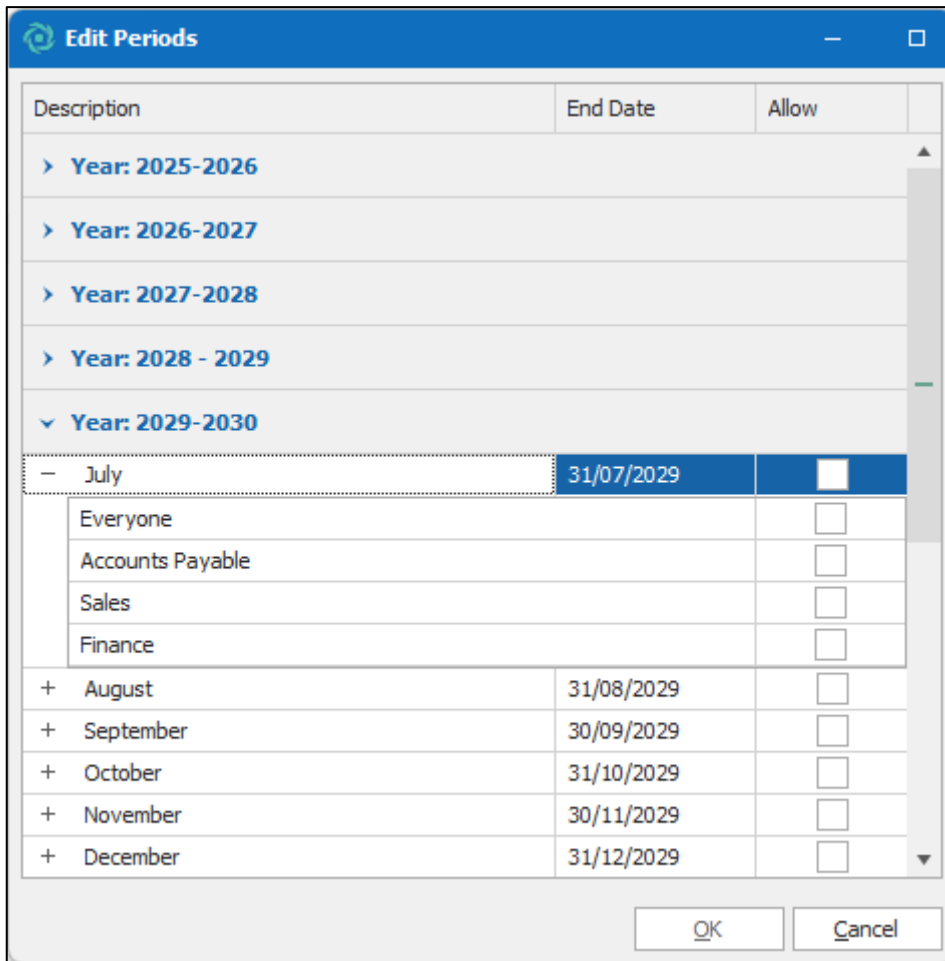
The creation of a new financial year does not do much from a database perspective compared to some other systems. The only hard rule relates to the inability to now post in the sixth oldest financial year since the database was initiated.

Open up the year for processing

This is probably the biggest issue relating to issues experienced at the beginning of the new financial year. Indeed, while most will create the new financial year with ease, the fact that the new year can be created ahead of time has the potential to result in a situation where the users responsible neglect to open up the new periods for transaction processing.

There is no blanket approach to how to manage this. Some organisations will be very diligent as to which roles can process in which periods, other organisations are less strict.

From a risk management perspective, the system will permit a transaction to be dated in a period to which a user's role permits. In most organisations the accounts payable users would be likely to be permitted to process in past periods, chronologically speaking, but sales and accounts receivable staff should seldom require the ability to process transactions dated in the past.



Budgets

It is not mandatory to utilise the budgeting functions within Sybiz Vision as they serve a reporting purpose only. Financial and Cash budgets can be generated via an intelligent export process which prefills data based on user selections to use other budgets or actuals as the basis, from a selection of financial years.

The exported data can then be manipulated in a spreadsheet program such as Microsoft Excel, using the inbuilt functionality before importing the results.

Each financial year can have two budgets, one from a financial perspective, the other from a cash perspective. If budgets are revised during the year you may wish to export your budgets prior to revision and retain the files as there is no native versioning concept within Sybiz Vision.

As to the timing of when to import budgets, the only consideration is that the target financial year must exist. For example, if your budgets are board approved three months in advance of the beginning of the new financial year you can import them – providing the new financial year has been created.

13. Report Sets

Configuration

Report Sets are great time savers that enable a number of reports to be produced from one action, rather than each report being generated individually.

Another great feature of Report Sets is that they can be experimented with without repercussions. If a user is able to run a report set that includes a report they are not permitted to access, that report will be excluded for them.

Multiple report sets can be configured for various purposes, such as an end of month, end of year, general reconciliation report sets or ledger specific report sets.

In terms of their set up and configuration you are able to include reports from all ledgers (out-of-the-box and modified), multiple versions of the same report with different filtering and/or grouping and custom reports.

Report sets can be printed, saved to file and scheduled for delivery straight to email, without the need for those users to be logged in to the system.

Date awareness

Most reports in Sybiz Vision are date sensitive and most report sets are generated in arrears. It is therefore important to understand the connection between the configuration of report sets and their date awareness.

Each user in Sybiz Vision can set a processing date that makes sense with respect to the work they are performing at any time. By default, the processing date will be the same as the actual date. This is important from a report set standpoint as the date parameters that reports use are relative to the user's processing date.

In most cases, when a date driven report is added to a report set the date selection should be relative to the intended frequency of the report set. For monthly report sets, you would select 'Last Period' for the period choice. That means when running your monthly report sets a day or two after the month has ended (and assuming your user session date is the same as the actual date) the reports will be generated for, or as at, the previous month's end as expected.

Multiple copies of same report

Another advantage of report sets is that you can add the same report multiple times – including out-of-the-box and customised versions with various combinations of filtering and grouping to achieve the desired reporting outcome.

Custom reports

Custom reports are also able to be added to report sets.

Scheduling

Report sets can be scheduled to run at desired intervals and even delivered via email. Care should be taken in the schedule frequency. For most businesses to generate an end of month report set at the beginning of the first day of the next month would be too early.

14. Additional Reporting Methods

Customisations

Many Sybiz Vision customers will only ever run the core financial reports which represent less than 20% of the reports available in Sybiz Vision.

Beyond the standard reports the reporting needs of organisations vary widely.

Customisations enable bespoke reporting needs to be addressed via custom grids, analytics and dashboards.

Customisations can also incorporate other data to provide even more meaningful information to organisations.

Dashboards

Almost two dozen dashboards are available in Sybiz Vision before adding any custom dashboards. Dashboards generally provide summarised information in a more visual form than reporting. Custom dashboards are also able to be designed.

Dashboards exist in each ledger and are self-explanatory. Additional dashboards exist under the Administration tab relating to the health and integrity of your Sybiz Vision database. To remain efficient, databases should be subject to regular housekeeping, generally in the form of maintenance plans which should be automated to run at regular intervals. Additionally, the Performance & Integrity and Database Management dashboards highlight other issues such as data invalidated through external processes.

Custom Reports

The custom report engine allows reports to be designed from literally a blank page. Generally speaking, custom reports are ironically the last custom reporting option one should visit for their bespoke reporting needs. However, there are a number of reporting problems that are best solved with custom reports.

With the added advantage that custom reports can be included in Report Sets it is important to consider their use where relevant. In some cases, this may be replicating a custom grid into a custom report.

External reporting tools

When it comes to reporting the simple rule of thumb is that if the data is in the system it can be reported upon. Sybiz Vision utilises a Microsoft SQL database. As such, a number of other reporting tools can be connected directly to the database. Before continuing, it is worth noting that connecting to any other reporting mechanism comes with data access and security considerations that are outside the scope of this guide.

External reporting can range from a simple export into a spreadsheet program for 'What If' analysis through to connecting a business intelligence reporting solution to produce reporting to be displayed on a TV screen in the workplace.