



Date Nomenclature in DBA Classic & Evo-ERP

Sales Orders, Invoicing and AR

Order Date – The date a Sales Order is originally entered. It will default on the entry screen to “today” (the system date of the workstation) but the user can change it.

Booking Date – The date a Sales Order is entered or changed. No transactions are generated but the open order backlog is increased (or decreased in the case of a cancellation or reduction). SA-A and SO-O-M and GL-R look at Bookings and changes to Bookings.

Ship Date – The date a shipment physically goes out the door.

Invoice Date – The date printed on the invoice.

Invoice Post Date – The date the transactions from the shipment are posted to AR and the GL and the inventory is removed from stock.

Note: In normal processing a shipment is released “today” (the system date of the workstation) and the invoice would be printed and posted using the same date so these three dates would all be the same. Printed Invoice Date and Post date are forced to be the same but the Ship Date can be different.

AR Payment Date – The date entered in AR-C when a payment is processed. It will default on the entry screen to “today” (the system date of the workstation) but the user can change it. This is the date the payment will post to the GL and check register, the invoice will come off the Aging, and the Invoice Post Date compared to Payment Date controls what terms discounts may apply.

Purchasing and AP

Order Date – The date a Purchase Order is originally entered. It will default on the entry screen to “today” (the system date of the workstation) but the user can change it.

Booking Date – The date a Purchase Order is entered or changed. No transactions are generated but the open order backlog is increased (or decreased in the case of a cancellation). PO-I-I and GL-R look at PO Bookings and changes.

Receipt Date – The date inventory is received to stock using PO-C. It will default on the entry screen to “today” (the system date of the workstation) but the user can change it. This is the posting date for the GL and inventory transactions for the receipt and is the earliest date that can be used for the GL Post date when entering an invoice in AP-C for the receipt.

Vendor Invoice Date – Generally the date printed on the vendor invoice. This controls the age of the invoice per terms and when terms discounts apply. It is not a transaction date.

Invoice Post Date (AP-B & AP-C) – The date you recognize and post the payable entry. This must be on or after the Vendor Invoice date. You can not recognize and post something that does not yet exist. This will be the date the invoice first appears on the AP Aging (although it might already be several days old based on the Vendor Invoice Date) and will be the date of the GL posting to AP and the expense (or other) accounts entered for the GL distribution for a voucher or the posting to the PO/RNI account for a PO Invoice. In the case of a PO Invoice this must also be on or after the receipt date of the items because you can not recognize the invoice to pay for goods you do not yet have on hand.

Check Date – The date printed on the AP check when payment is processed. This is also the date the payment will post to the GL and check register and the invoice come off the AP Aging. This date compared to the Vendor Invoice Date controls what terms discounts may apply.

Work Orders

All Work Order related transactions default on the entry screen to "today" (the system date of the workstation) but the user can change it. This is the date the associated transaction (material issue to stock, stock receipt to finished goods or labor posting to work order) will post to the GL and any inventory movement will occur.

Inventory Adjustments and Physical Inventory

IN-C adjustments will default on the entry screen to "today" (the system date of the workstation) but the user can change it.

IN-K adjustments will post "today" (the system date of the workstation) and the user can not change it unless the default has been set to allow changing the date.

PI-G adjustments will use the date entered on the screen which will default on the entry screen to "today" (the system date of the workstation) but the user can change it.

In all cases, this is the date the transaction will post to the GL and the inventory movement will occur.

Entry Date

In addition to the transaction posting date, all GL and Inventory related transactions also store an Entry Date which is "today" (the system date of the workstation) and not something the user can change. This can be used for audit purposes or for identifying backdated transactions.