

Running Batch Jobs

The system will automatically run routines to calculate depreciation and lease cost and post the accounting entries to the relevant accounts. Setting the **Charge Schedule** to either month end or year-end in the entity profile activates these routines. See processes for

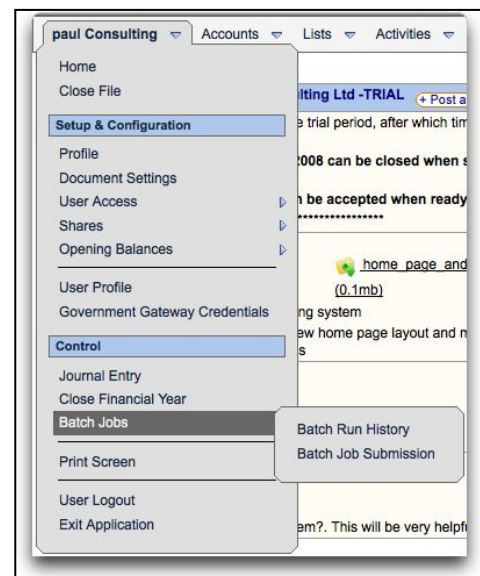
- ◆ Setting up a new limited company
- ◆ Setting up an LLP
- ◆ Setting up a Sole Trader
- ◆ Setting up a Not for Profit Organisation

These routines however may be selected and run as user driven batch jobs at dates convenient for the user.

NOTE: In order to avoid the risk of introducing errors into the accounts the implications for running a particular user batch job need to be fully understood. We strongly recommend that you consult with your advisor if you are in the slightest doubt.

Running a batch job

Batch processes are accessed via the **ENTITY NAME → BATCH JOBS → BATCH JOB SUBMISSION** menu option.

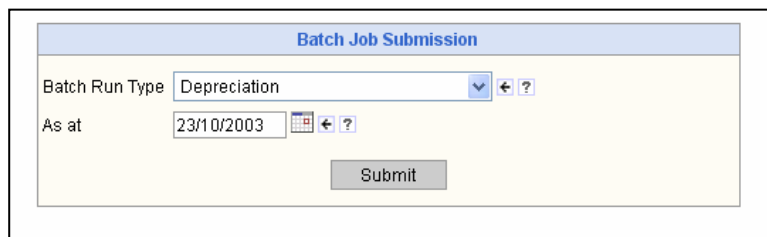


A batch job submission screen is presented.

Three options exist.

- ◆ **Depreciation**, which performs depreciation calculations up to the batch run date
- ◆ **Lease charge**, which performs lease charge calculations up to the batch run date
- ◆ **Year-end Rollover**, which rolls the year-end dates over to the new year. This would be used if a user had deleted the rollover batch job run the previous evening and now needs to roll forward immediately. If the user does not run the batch job, it will happen automatically overnight anyway.

- ◆ Select whether the batch job is for depreciation or lease charge.
- ◆ Enter the date up to which the system is to prepare the calculations.



The screenshot shows the 'Batch Job Submission' form. The 'Batch Run Type' dropdown is set to 'Depreciation'. The 'As at' date field contains '23/10/2003'. A 'Submit' button is visible at the bottom.

- ◆ Confirm the job by clicking on **SUBMIT**

The effect of running a batch job

1. If the batch job request is at a date prior to batch job that has already run (either automatically or user batch job) then the system will block this run until the later dated job is deleted. This prevents an extra expense being recorded.

Example: Automatic batch job was run on 30th Sept; a request is submitted for a batch job on the 15th Sept. this will be prevented until the 30th Sept run is deleted.

2. If the batch job requested is dated the same date as previous batch job, there will be no impact unless the relevant ledger (fixed asset or operating lease) has been updated in some way, in which case revised expenses will be entered. However it is preferable to delete the previous batch job first and then run a user batch job with the same date.

3. If the user batch job requested is dated between the last automatic batch job and the next automatic batch job (either monthly or annually), then entries will be created up to the date of the user batch job. The next automatic batch job will simply create entries for the period from the user batch job to the automatic batch job date.

Example:

Automatic batch job 31/08/2003

User batch job 15/09/2003 – creates entries for the period 1/09-15/09

Automatic batch job 30/09/2003 – creates entries for the period 16/09-30/09

4. Where a monthly charge schedule has been selected for an entity and a user batch job has been requested for a date later than the next automatic batch job run, then the system will create entries up to the user batch job date. These will **not** however be automatically reversed when the automatic batch job is run resulting in an excess expenses charge in the accounts. To be correct the user batch job needs to be reversed before the next automatic batch job run. This facility is really only to allow an assessment as to what future lease or depreciation expense could be.

Example:

Automatic batch job 31/08/2003

User batch job 31/12/2003 – creates entries for the period 1/09-31/12

Automatic batch job 30/09/2003 – creates entries for the period 1/09-30/09

In effect an extra charge for the period 1/09-30/09 has been created; deleting the user batch job corrects the situation.