

# How to Set Dates in Accounting

Updated Jul 19, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

## Overview

Accounting dates can be set in a couple of locations. What these dates drive is outlined below.

## Update System Parameters Section

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*Under the Action "lightning bolt" there is an option to "Update System Parameters" or control reporting dates on only the items that you are running. (In Veracross, dates that apply to only what you are viewing are called "User Values".)*

**Accounting Report Begin Date:** Used on the General Ledger homepage when running a Trial Balance

**Accounting Report End Date:** Used on the General Ledger homepage when running a Trial Balance

**AP Reference Date:** Used on the Accounts Payable homepage when running an AP Invoice Aging Report

- Note: If you entered an AP Reference Date of 9/1/20, it would show you items that are **currently unpaid as of when you run the report** that have a Posting Date on or before 9/1/20. It will not show you what was unpaid as of 9/1/20 as a historical point in time. The logic is not the same as for the AR Aging Report.

**AR Aging Reference Date:** Used on the AR homepage to calculate AR aging/receivables as of this date even if this date is in the past. Will include all posted items with a due date on or before the entered date. (For this report, be sure to run the Action to "Refresh Unpaid Amounts" after you select your date.)

**AR Statement Date:** Used on the AR Invoice to calculate the Current Amount Due on the AR Invoice Header, the Billing page on the Parent Portal, and the PDF Invoice. If the AR Invoice PDF displays an AR Aging Table, then this date also controls what is displayed in the parent's aging table.

**Pledge Reference Date:** Used on the Development (in Accounting) homepage. If you set this date to 9/1/20, you will see all of the outstanding Pledges as of 9/1/20.

## "Other" Section on the General Ledger Homepage

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### Current Fiscal Year

- This controls what displays as the "Current Budget" on the Acct Summary Tab of a General Ledger Account.
- This determines what date of the "Current Fiscal Year" field that can be used in queries.

### Current Accounting Period

- This controls what displays as the "Current Budget" on the Acct Summary Tab of a General Ledger Account.
- This determines what date of the "Current Accounting Period" field that can be used in queries.

### Active Fiscal Year

- This controls the Budget Reports in Accounting (only) and needs to be updated once a year.
- The Budget Manager reports are controlled by the date in the "Public Value" field under Report Begin Date and Report End Date.

### Report Begin Date

- Public Value: Controls the Budget Manager reports. (Recommendation is to set for the fiscal year, unless you wish to limit what Budget Managers can see to a quarter or a month.)
- User Value: Controls the date of the Trial Balance for only the person who has set this value.

### Report End Date

- Public Value: Controls the Budget Manager reports. (Recommendation is to set for the fiscal year, unless you wish to limit what Budget Managers can see to a quarter or a month.)
  - User Value: Controls the date of the Trial Balance for only the person who has set this value.
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