FINANCIAL TRANSFER GUIDELINES

Best practices for making the financial transfer process work properly while preserving accounting integrity between DBA and your financial accounting system.

1. FOUNDATION OF THE PROCESS

1 Do Not Skip Financial Transfer

Financial transfer is mandatory. DBA and the outside financial accounting system are separate but interdependent. DBA depends on labor and overhead information for shop rates, and the financial system depends on AR, AP, and manufacturing totals.

2 Do Not Use Outside Sales Orders

Sales orders must remain inside DBA because they are fully integrated with BOMs, inventory, MRP, and shop control. Outside sales orders create duplicate functions, synchronization problems, and accounting integrity issues.

3 Do Not Manage Multiple Operating Entities in One DBA System

Each factory or operating entity should have its own DBA system and license, then use financial transfer to update the main financial accounting system. MRP, shop control, WIP accounting, and shop rates work properly only for a single operating entity.

2. KEEP THE DESIGN SIMPLE

4 Do Not Replicate AR Line Detail

Do not recreate detailed invoice line items in the outside financial system. AR voucher transfer is intentionally summarized. Recreating detail causes duplicate tables, duplicate inventory effects, double posting risk, sales tax complications, and reversal problems.

5 Do Not Enter Sales Tax or Purchase Tax in the Financial System

Sales order invoices and PO invoices already contain detailed tax information in DBA. AR and AP vouchers transfer total invoice values, and tax liability totals are transferred through GL Summary Transfer.

6 Transfer AR and AP Vouchers in Real Time

Transfer AR and AP vouchers immediately after invoices are generated or entered so accounts receivable, accounts payable, and aging information stay current for financial planning.

Why DBA Uses Summary Transfer

DBA keeps manufacturing detail inside DBA and transfers only the summary financial values needed by the outside accounting system.

3. PROTECT WORKFLOW AND INTEGRITY

7 Never Reverse Customer Invoices in the Financial System

If a customer invoice must be corrected, reverse it in DBA so a credit memo and corrected invoice flow properly to the financial system through AR voucher transfer.

8 Never Skip PO Invoice Entry and AP Voucher Transfer

Supplier PO matching is required to close PO lines, offset Received Not Invoiced, and correctly update accounts payable.

9 Transfer GL Summary Totals Promptly

Post GL summary batches daily for fully completed days so company financial reports stay complete and the full business financial profile is visible.

Best practice: Keep sales orders, invoice processing, voucher transfers, and GL summary transfer inside the intended workflow so DBA and your financial accounting system remain fully aligned.