

2 b) Backdate to start of current year

This method involves reconstructing all stock changes back to the 1 Jan in the current year.

Tasks

- ☐ Reset your account to remove any previous data imported or entered (if necessary)
- ☐ Set your Account Start Date to the 1 Jan of the current year.
- ☐ Enter all Expenses for materials from 1 Jan to the current date.
- ☐ Import your sales channels, ensuring that your first import is from the 1 Jan to prevent past data being created in the system. Alternatively create your products and orders manually if you don't use sales channels.
- ☐ Enter all Manufactures for your products made from 1 Jan to the current date
- ☐ Ensure all orders from offline or unsupported channels are entered.
- ☐ Enter any known material inventory adjustments that are not related to manufactures or expenses (i.e. breakage or personal use deductions)
- ☐ Enter any known product inventory adjustments that are not related to orders or manufactures (i.e. breakage or personal use deductions)
- ☐ Stocktake your physical materials on hand and compare this number to the On Hand number in Craftybase. For each material, enter the difference as your Starting Adjustment with a unit cost of zero (as you have already fully claimed any past material purchases via indirect expensing). Your aim is for your Craftybase material stock numbers to now match your current physical on hand numbers.
- ☐ Stocktake your physical product on hand and compare this number to the On Hand number in Craftybase. For each product, enter the difference as your Starting Adjustment with a material unit cost of zero (as you have already fully claimed any past material usage via indirect expensing). Your aim is for your Craftybase product stock numbers to now match your current physical on hand numbers.