PRIME - Advanced Financials

Manual

Contents

VARPRIME
a vargroup company

1. INTRODUCTION:

To allow the management of the quarterly financial statements and of the simulated entries with Microsoft Dynamics Business Central, a module has been introduced which allows to insert journal entries that are not registered either in the G/L Book or the VAT registers.

These correction or test entries, posted on separate tables, once verified and confirmed, can be transferred to any standard Microsoft Dynamics Business Central batch and definitively posted in the general ledger.

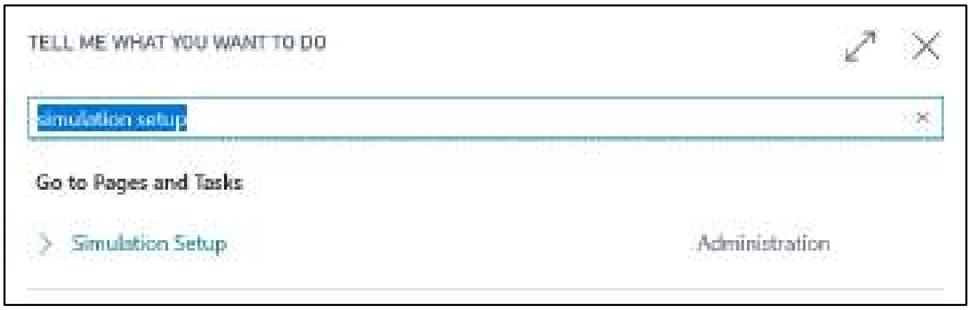
The simulated entries will also be shown on the chart of accounts, in specific columns, where it will be possible to analyze the effect of these on the balance sheet and on the individual G/L accounts.

2. SIMULATION

2.1 SETUP SIMULATION

Before proceeding with posting in the Simulated Accounting, it is necessary to set the **"Simulation Setup"**.

Choose the icon , enter **"Simulation Setup"** in the search bar, then choose the related link.



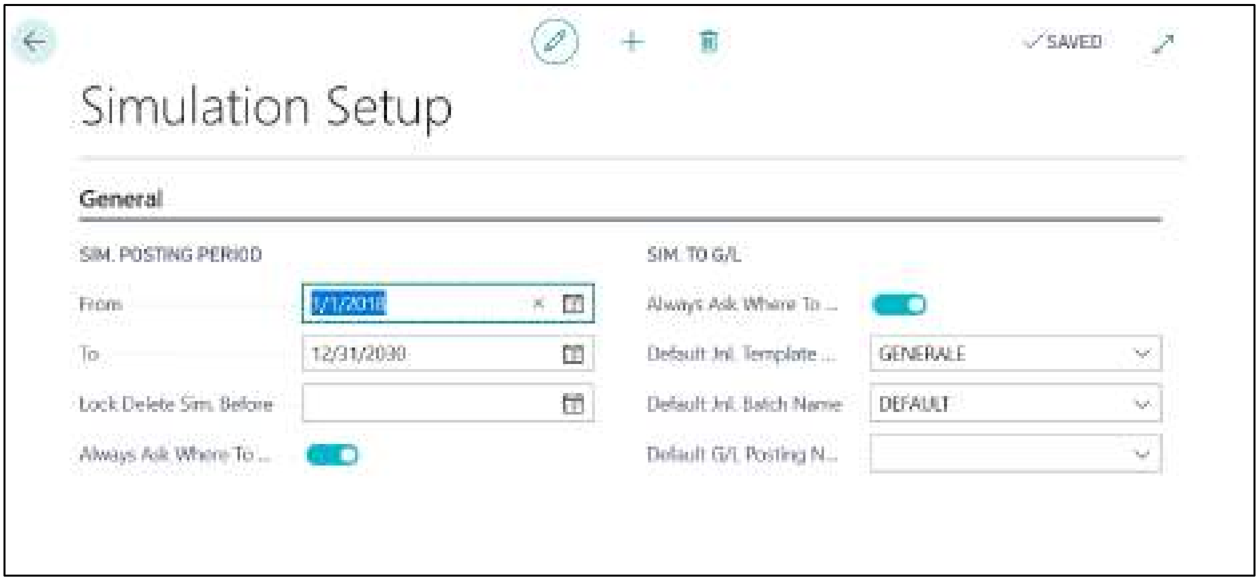
Within the **"General"** tab, you can set the following parameters:

SIM. POSTING PERIOD:

1) **From / To:** specify the time range in which the posting of the simulated entries are possible;
2) **Lock Delete Sim. Before:** entering a date, it will no longer be possible to delete entries in the **"Sim - G/L Registers"** with posting date prior to the date entered;
3) **Always Ask Where to Post:** with this flag, MD365 will always request the simulation batch in which you want to move the G/L Simulated Entry lines. If not flagged, the system will insert the lines in the default batches.

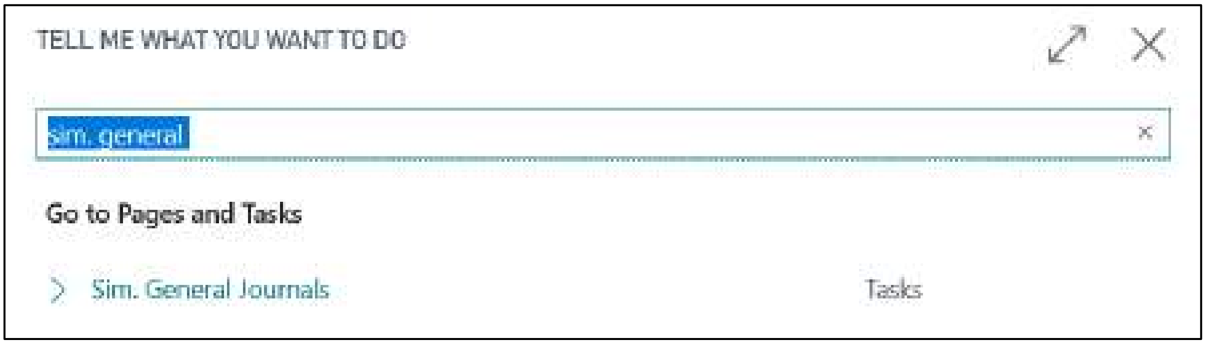
SIM. TO G/L:

4) **Always Ask Where to Post:** with this flag, MD365 will always request the G/L batch in which you want to move the G/L Simulated Entry lines. If not flagged, the system will insert the lines in the default batches;
5) **Name default Jnl Template:** enter the template of default general journal;
6) **Default Jnl Batch Name:** enter the default batch;
7) **Default G/L Posting No. Series:** enter the corresponding serial number. This numerator will be used when simulated entries will directly count the simulated entries in G/L.

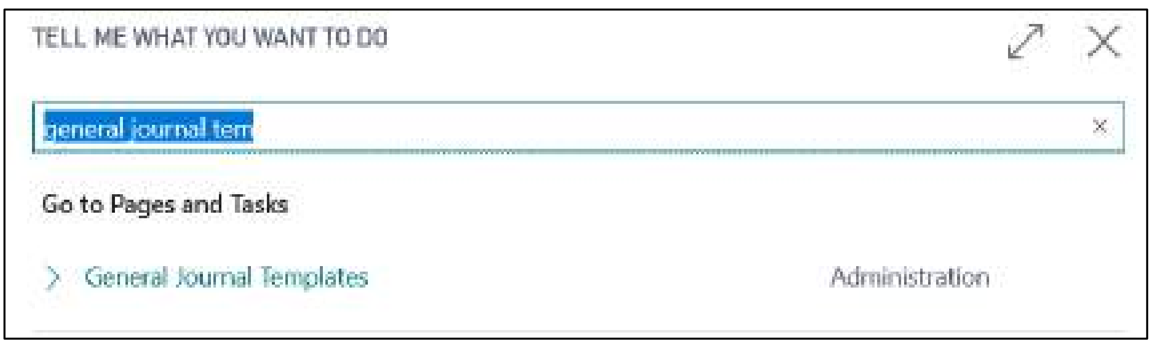

SAVED
Simulation Setup
General
SIM. POSTING PERIOD
From
To
12/31/2030
Lock Delete Sim. Before
Always Ask Where To ...
SIM. TO G/L
Always Ask Where To ...
Default Jnl. Template ...
GENERALE
Default Jnl. Batch Name
DEFAULT
Default G/L Posting N...

2.2 SIMULATED G/L ENTRIES

To post simulated entries in Microsoft Dynamics Business Central, simply select icon, enter **“Sim General Journals"** in the search bar, then choose the related link.

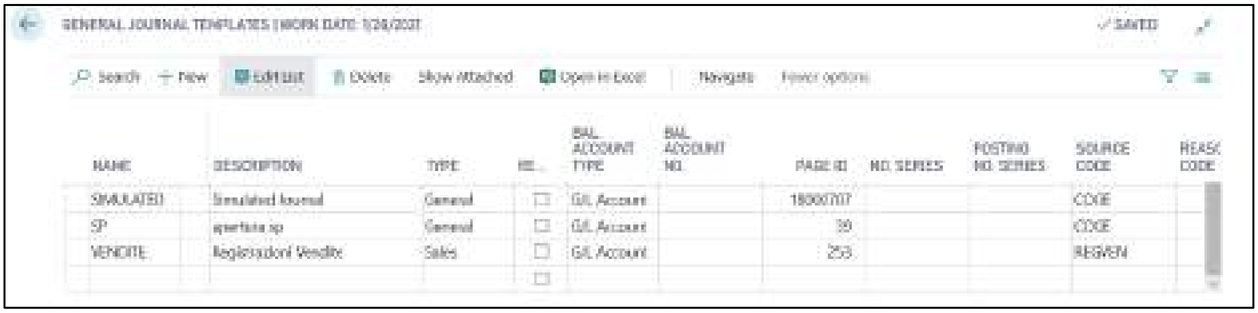


In order to post the entries, it is necessary to create a new G/L Journal Template:
Select the icon , enter **“General Journal Templates”** in the search bar, and then choose the related link.



Click **"New"** to create a new template;
The following fields must be completed:

1) **Name:** enter the name of the journal template;
2) **Description:** enter the description of the journal template;
3) **Type:** default **"General"**;
4) **Balance Account Type:** default **"G/L Account"**;
5) **Source Code:** Enter the corresponding source code or leave blank;
6) **Force Doc. Balance:** insert the flag;
7) **Copy VAT setup to Journal Lines:** remove flag;
8) **Simulation:** insert the flag;
9) **Page ID:** enter page 18000707.

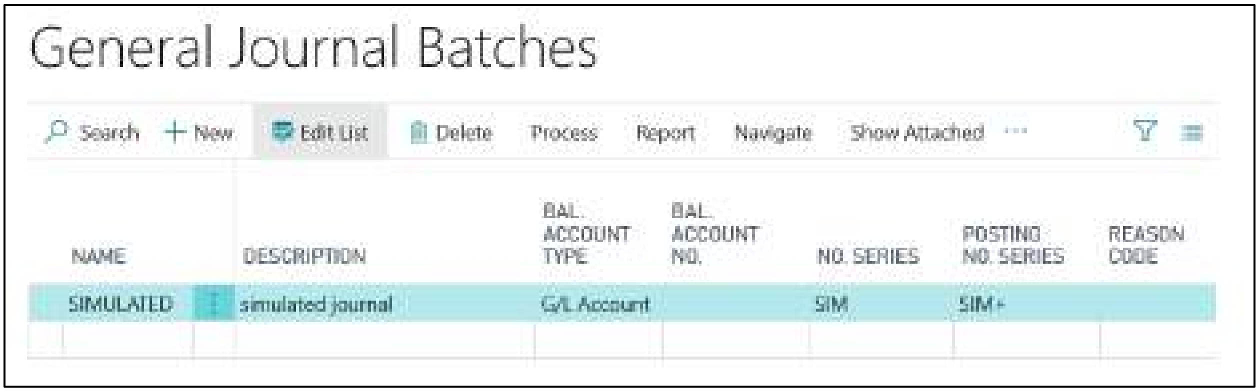


<u>N.B. To work in a simulated environment, it is necessary to insert the flag in the "Simulation" field and select 18000707 in the "Page ID".</u>

Once you have created the G/L Journal Template you need to create the relevant Batch:
From the page **"General Journal Template"**, select the simulated line, then
"More options" → "Navigate" → "Template" → "Batches"

The page **"General Journal Batches"** will be displayed, where the following fields must be filled out:

1) **Name:** enter the name of the journal batch;
2) **Description:** enter the description of the journal batch;
3) **Bal. Account Type:** default **"G/L Account "**;
4) **Balance Account:** blank;
5) **No. Series:** enter the number series created to have an automatic numbering for the simulated entries;
6) **Posting No. Series:** enter the number series created to have an automatic numbering for the posted simulated entries in General Ledger.

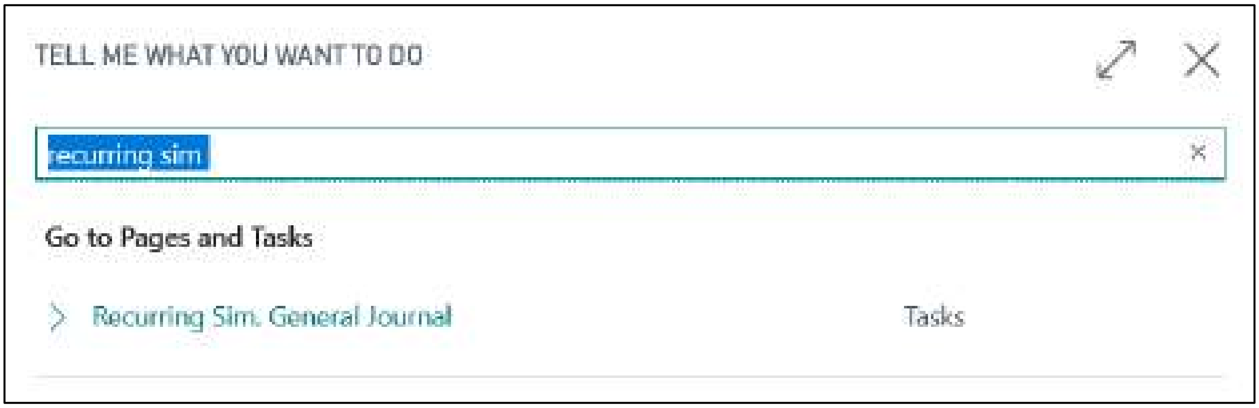


After creating the General Journal Template with attached Batch, it is possible to make simulated postings.
Enter **"Sim. General Journal"** in the search bar; the **"General Journal Template List"** page will open in which all the **"General Journal"** created with Simulation flag are present;

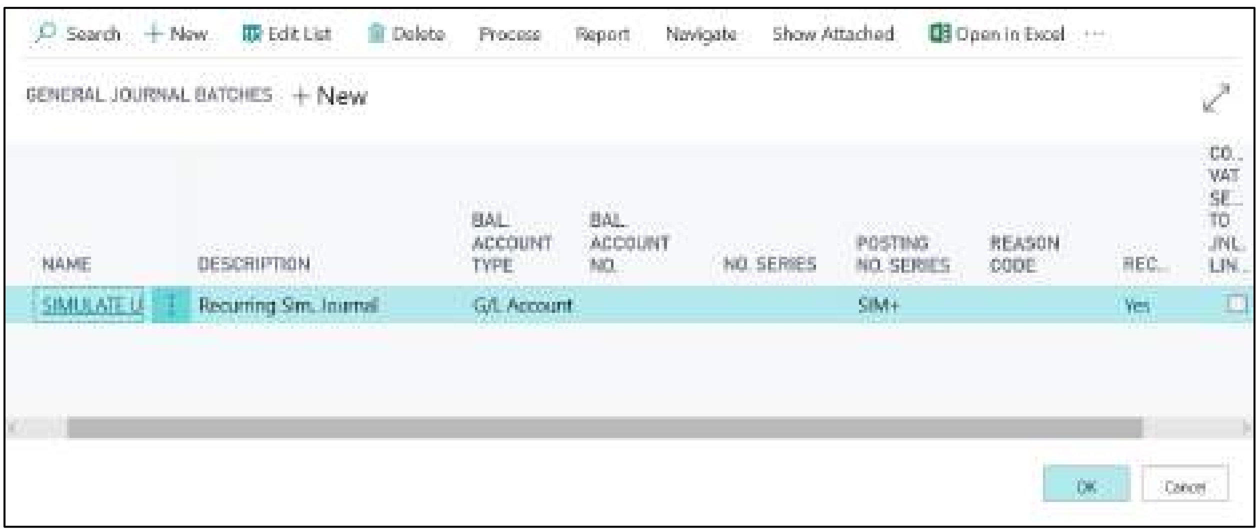
Select the desired Template and click on **"OK"**. The **"Sim. General Journal"** page will be opened.
Its function is the same as the standard Microsoft Dynamics Business Central batch management. Dimensions can be entered, as in G/L Journal.
All the controls present in the standard batches concerning the correctness of the entries and the balance by date, document number and balance, are recalled during the posting phase also for the extra-accounting entries.
Once posted, the simulations will be deleted from the batch and will be visible in **"Sim. - G/L Registers"** and **"Sim. - G/L Entries"**. If you want to view the posted lines instead, look for **"Posted Gen. Jln Lines"**.

2.3 SIMULATED GENERAL RECURRING **JOURNAL**

To perform recurring simulated posting in Microsoft Dynamics Business Central just select the icon 🔍, enter **"Recurring Sim. General Journal"** in the search bar, then choose the related link.



As for the Simulated Journals, it is necessary to create a new **"General Journal Template"** specific for the recurring entries and the related Batch (see paragraph Sim. General Journal).



Unlike the simulated journal, the fields must be completed as follows:

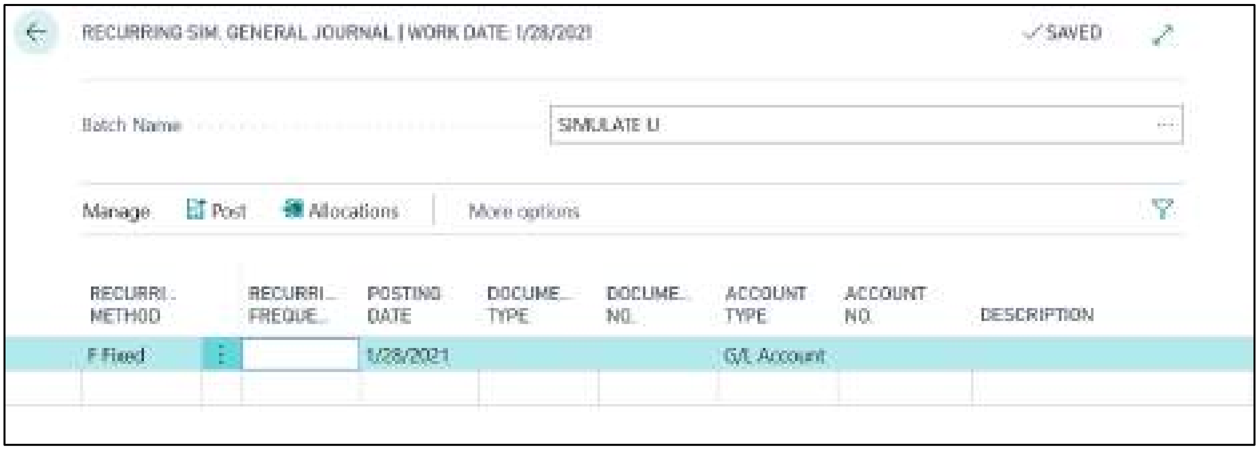
1) **Name:** enter the name of the Journal template;
2) **Description:** enter the description of the Journal Template;
3) **Type:** default **"General"**;
4) **Recurring:** insert the flag;
5) **Balance Account Type:** default **"G/L Account"**;
6) **Source Code:** Enter the corresponding source code or leave blank;

7) **Force Doc. Balance**: insert the flag;
8) **VAT Setup Copy in Journal Lines:** remove flag;
9) **Simulation:** to insert the flag;
10) **Page ID:** enter 18000708.

N.B. To work in the simulated environment, it is mandatory to insert the flag in the "Simulation" Field and select 18000708 in the "Page ID"; finally, the flag in the "Recurring" field is required.

After creating the General Journal Template with attached Batch, it is possible to make the General Simulated Recurring Journal.
Enter **"Sim General Journal"** in the search bar; the **"General Journal Template List"** page will open in which all the **"General Journal Template"** with simulation flag are present;

Select the desired Template and click on **"OK"**, The **"Recurring Simulated General Template"** will open.
A form similar to the one used for the standard simulations will open, but with the addition of typical fields of the recurring general journal, namely **"Recurring Method"** and **"Recurring Frequency"**:



Recurring method, a drop-down menu will open from which you can select:

- **Constant:** the amount specified in the journal line will remain unchanged after posting;
- **Variable:** the amount specified in the journal line will be deleted after posting;
- **Balance:** the amount posted in the account specified in the line will be allocated between the specified accounts relating to the lines in the **"General Allocation Jnl."** table. The balance in the account will thus be equal to zero.
- **RF reversing fixed:** the amount specified in the journal line will remain unchanged after posting and a balance entry will be posted the following day;
- **RV Reversing Variable:** the amount specified in the journal line will be eliminated after posting and a balancing entry will be posted the following day;
- **RB Reversing Balance**: the amount specified in the account in the line will be allocated between the specified accounts relating to the line in the **"Allocations"** page. The balance in the account will be set to zero and a balancing entry is posted the following day.

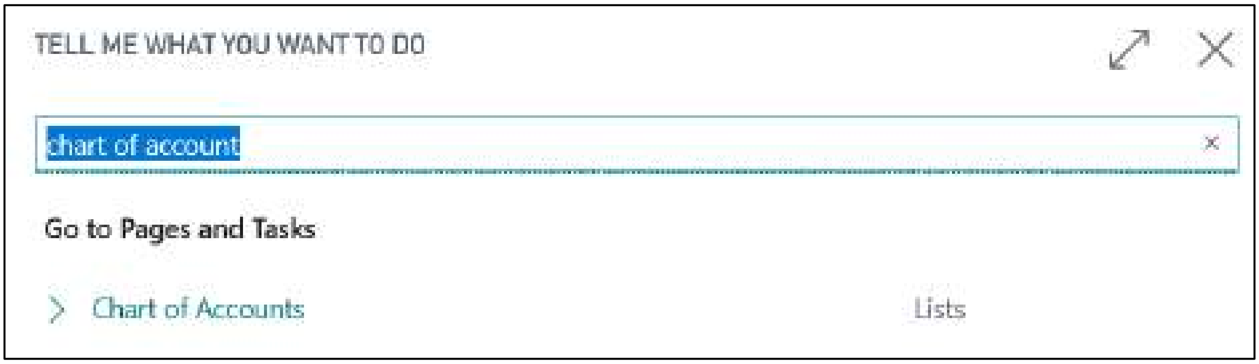
Recurring Frequency: the date formula in the recurring frequency field in recurring template indicates the frequency with which the entry in the journal line will be posted.
Ex. 1M + CM, 30D, 1M

Once the compilation of the **"Recurring Batch"** is completed, as for the standards, the lines must be posted.

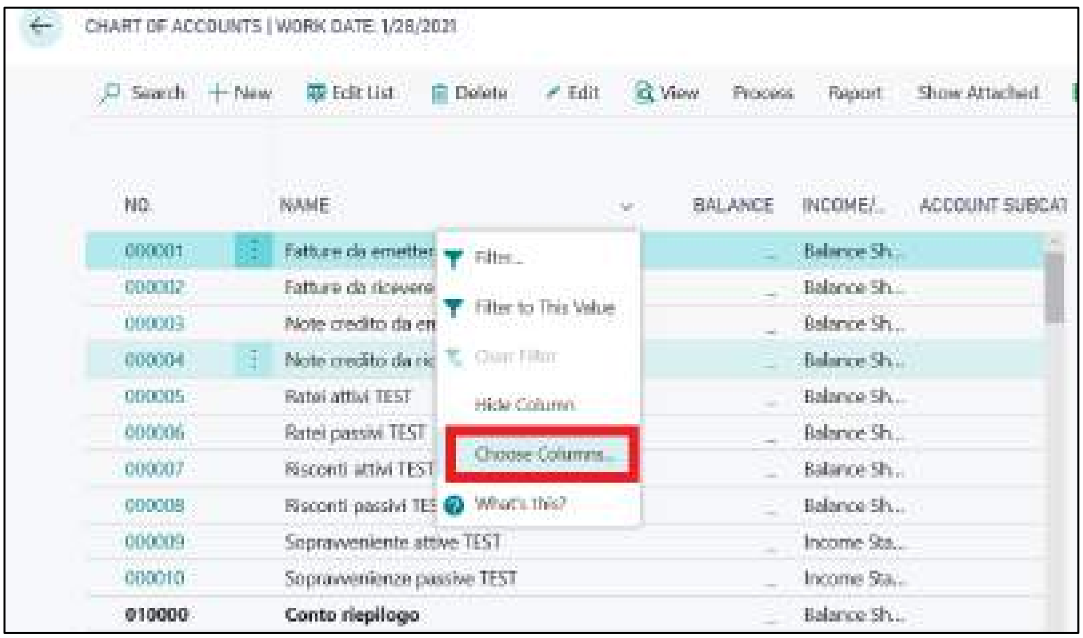
2.4 CHART OF ACCOUNTS

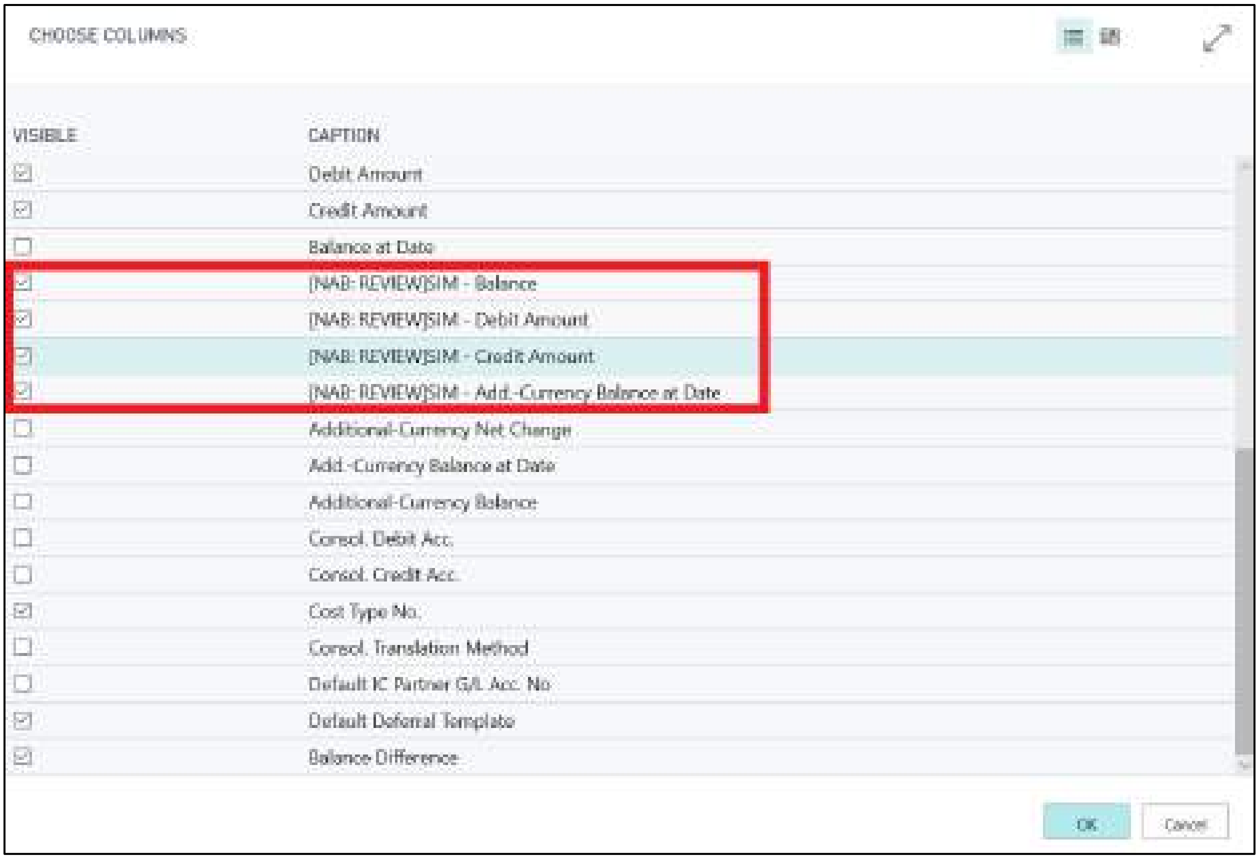
The entries deriving from the simulated journal can be displayed on the Chart of Accounts.

Choose the icon , enter **"Chart of Accounts"** in the search bar, then choose the related link.



To display them, it is necessary to recall the columns from the **"Choose Columns"** function;





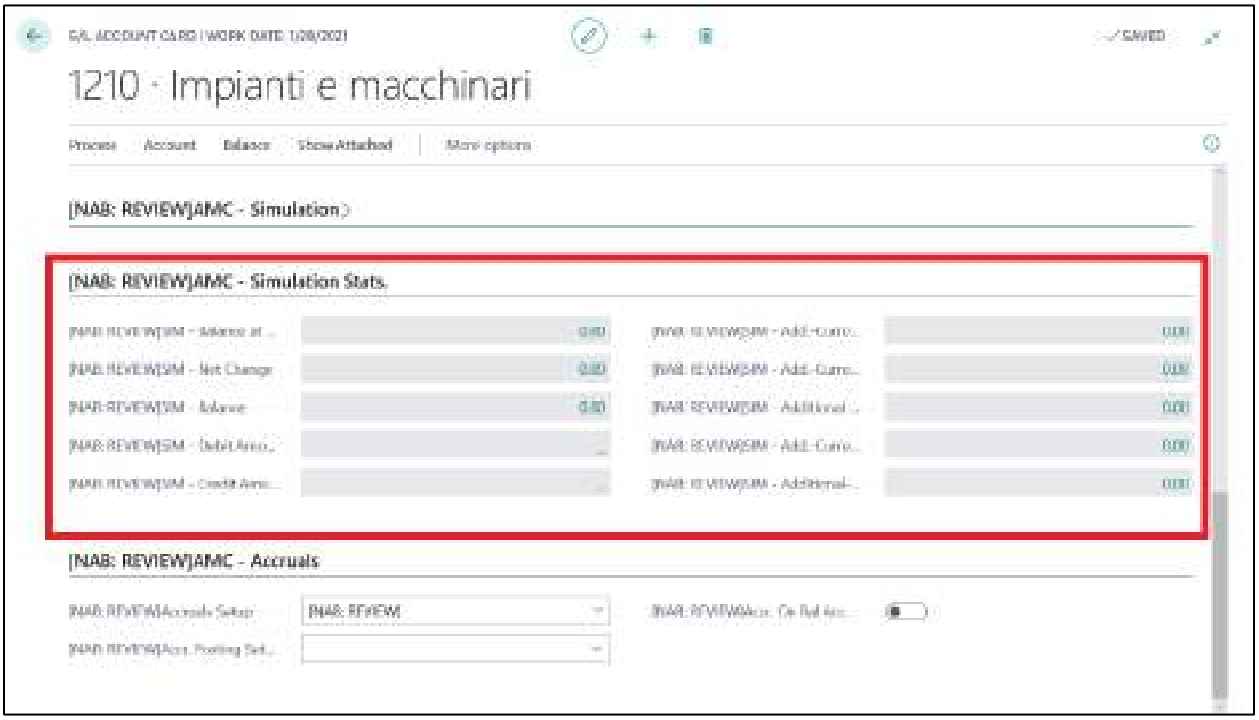
For the Simulation, there are five columns:

1) **SIM-Balance:** specifies the balance of the simulated entries;
2) **SIM-Debit Amount:** specifies the simulated ledger entries that represent the credits/costs;
3) **SIM-Credit Amount:** specifies the simulated ledger entries that represent debts/revenues;
4) **SIM-Add.-Currency Balance At The Date:** specify the SIM-Balance in additional currency (if set);
5) **Balance Difference:** Indicates the difference between the Balance and SIM-Balance.

By clicking on the various simulated balances, it is possible to view the **"Simulated G/L Entries"**.

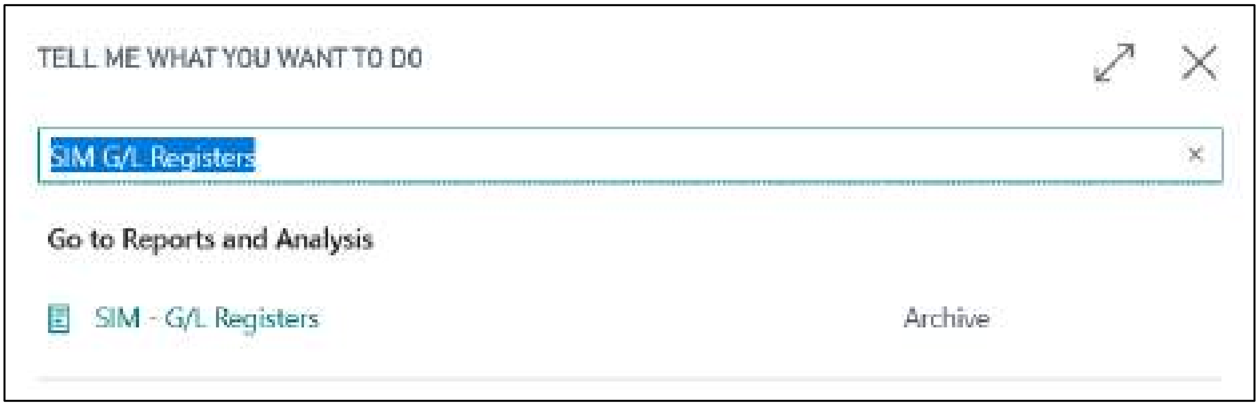
From the **"SIM-General Ledger Entries"** page, by clicking on *"View options → Navigate →Entry→ Dimensions"*, the **"Dimension Set Entries"** tab will be displayed, showing all the dimensions associated with the account.

In addition, the balances can also be viewed on the G/L Account Card in the **"AMC-Simulation Statistics"** section.

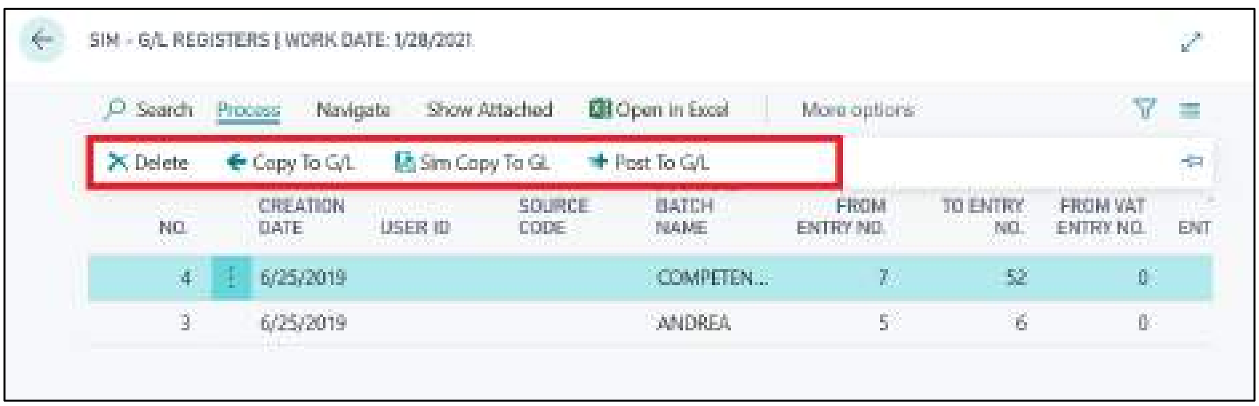


2.5 SIMULATED G/L REGISTERS

To view the posting made, simply select the icon, enter **"SIM – G/L Registers"** in the search bar, and then choose the related link.

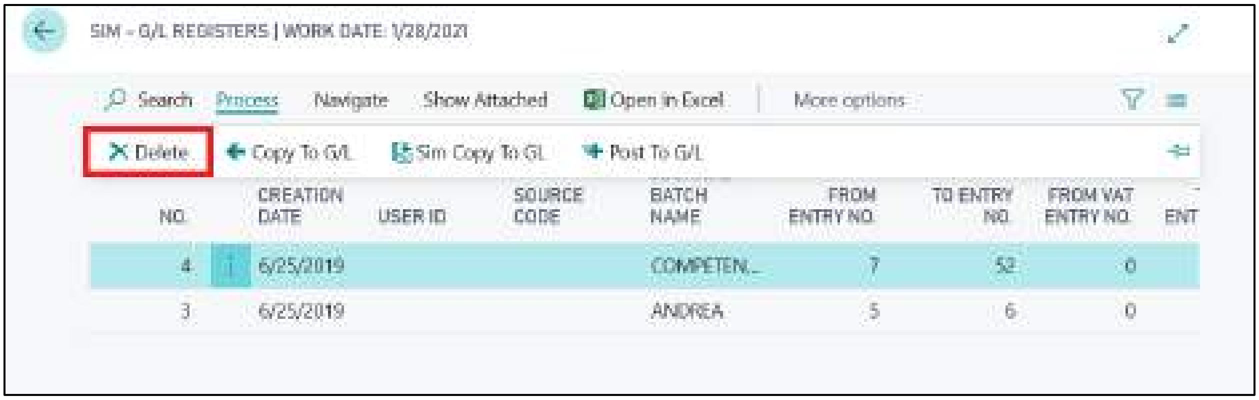


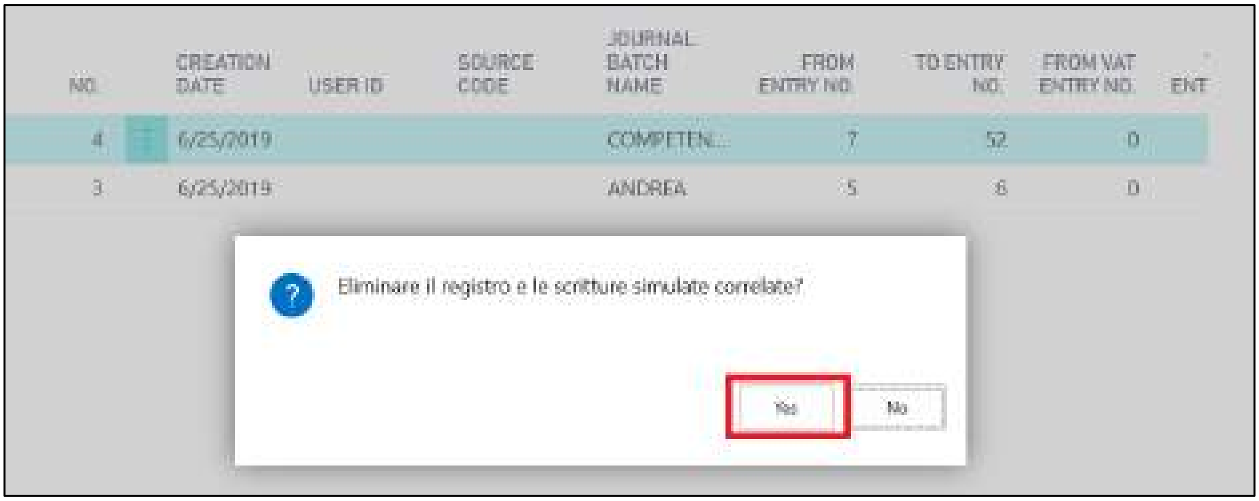
The page similar to the standard one will be displayed; selecting **"Process"** will display four new features:



2.5.1 Delete

The **"Delete"** function allows you to delete the posted simulated entries.
Selecting one or more lines you can delete them by clicking **"Delete"** and then confirm the operation.



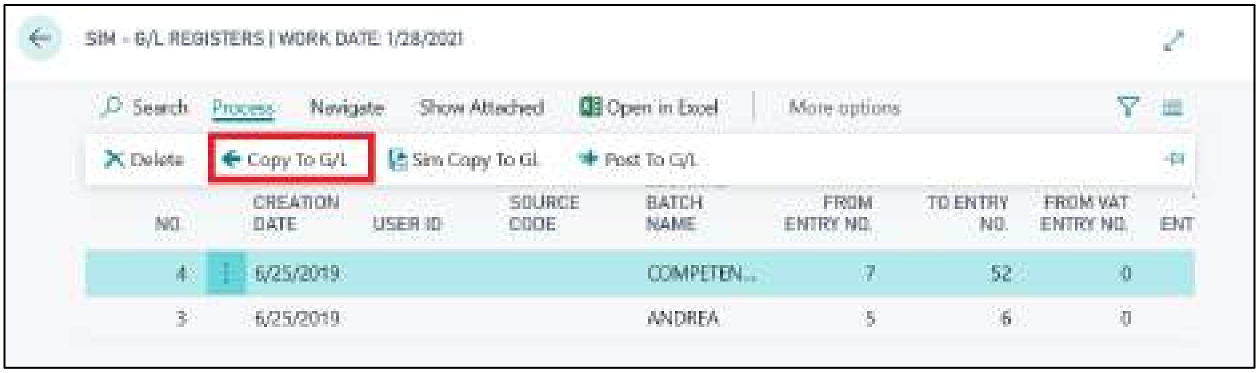


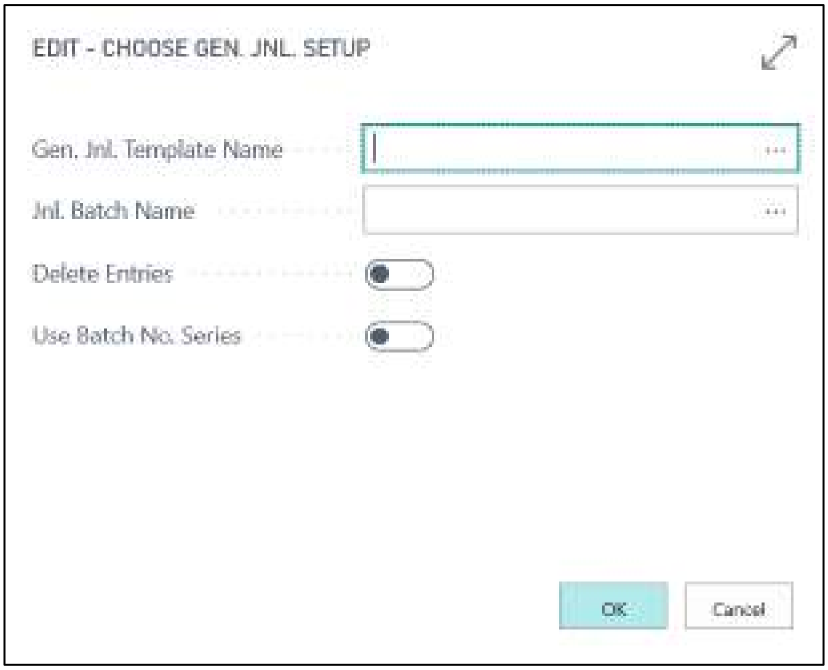
2.5.2 Copy to G/L

The **“Copy to G/L"** function allows you to move the simulated lines in the general journal, Thus allowing the entries in General Ledger.

Selecting one or more lines and clicking **“Copy to G/L”** will display the **"Journal Batch"** page. The following fields must be completed:

- **Gen. Jnl. Template Name.:** Specifies the name of the Journal Template where the entries are to be transferred;
- **Batch Name**: Specify the name of the batch where you want to transfer the entries;
- **Delete Entries:** If flagged, once moved, the entries will no longer be visible in the Simulate Journal batch;
- **Use Batch No. Series:** if flagged, once the copy is done in the G/L batch, the system will enter the preset serial number into the Journal batch.



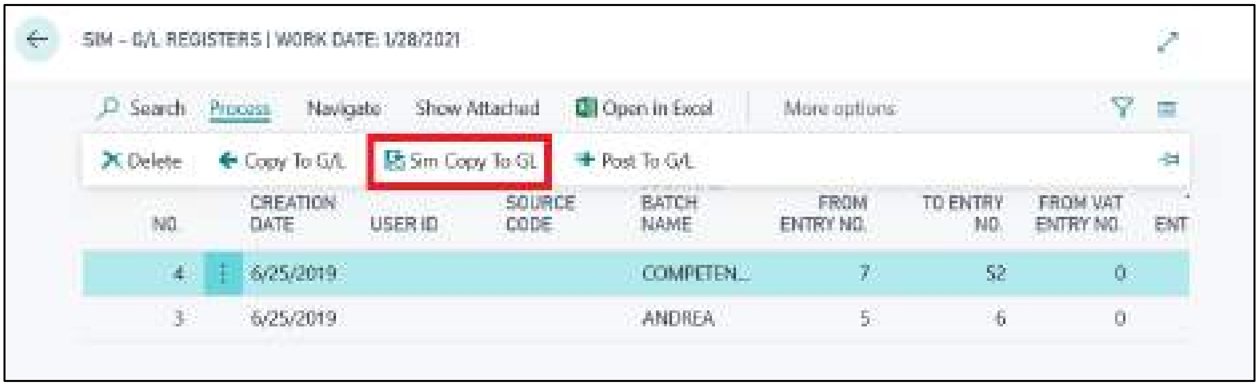


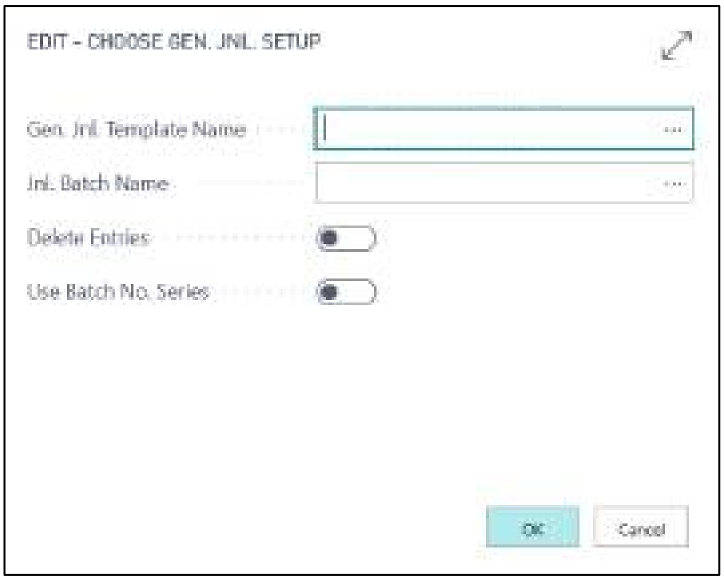
2.5.3 Sim copy to G/L

The function **"Sim. Copy to G/L"** Allows you to move the simulated line to another simulated entry batch, allowing the modification or, again, posting.

Selecting one or more lines and clicking **"Sim. Copy to G/L"**, The **"Journal Batch"** page will be displayed.

The filling out of the fields is same as for the **"Sim Copy to G/L"** function; it differs only in the fields **"General Jnl Template Name"** and **"Jnl. Batch Name"**, in which the list of simulated templates and batches will be displayed.

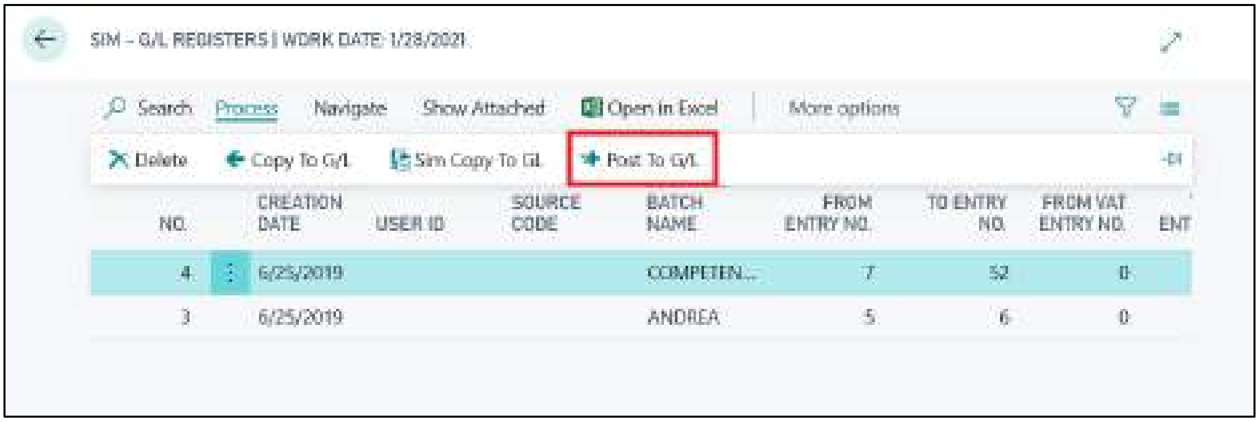




2.5.4 Post To G/L

The **“Post to G/L"** function allows the direct posting of the simulated entries in General Ledger. This feature avoids creating entries in the general journal batch and posting.

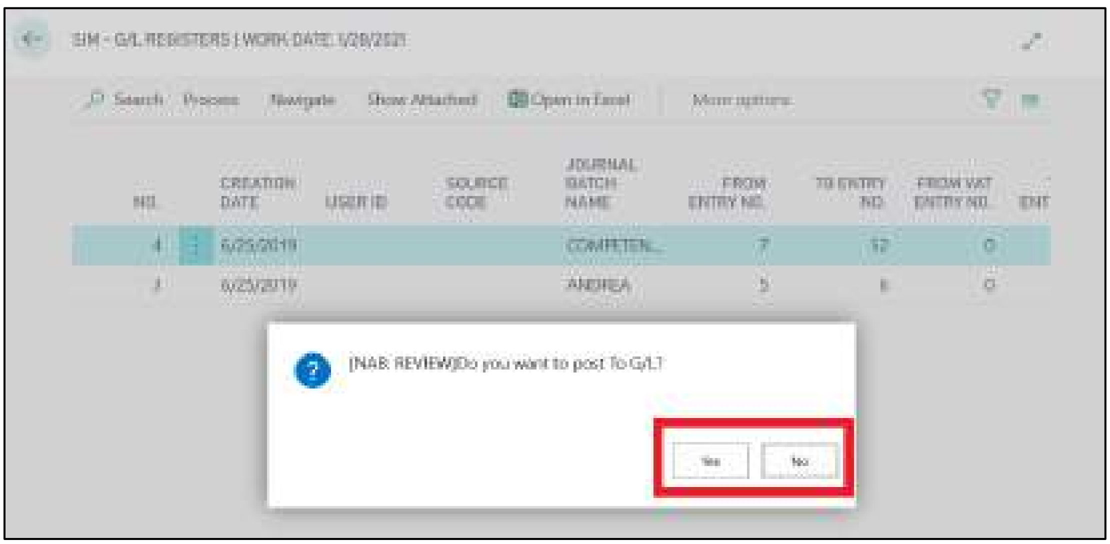
Selecting **“Post to G/L "**, Microsoft Dynamics Business Central will automatically post the lines.



Once the function has been selected, you will be asked:

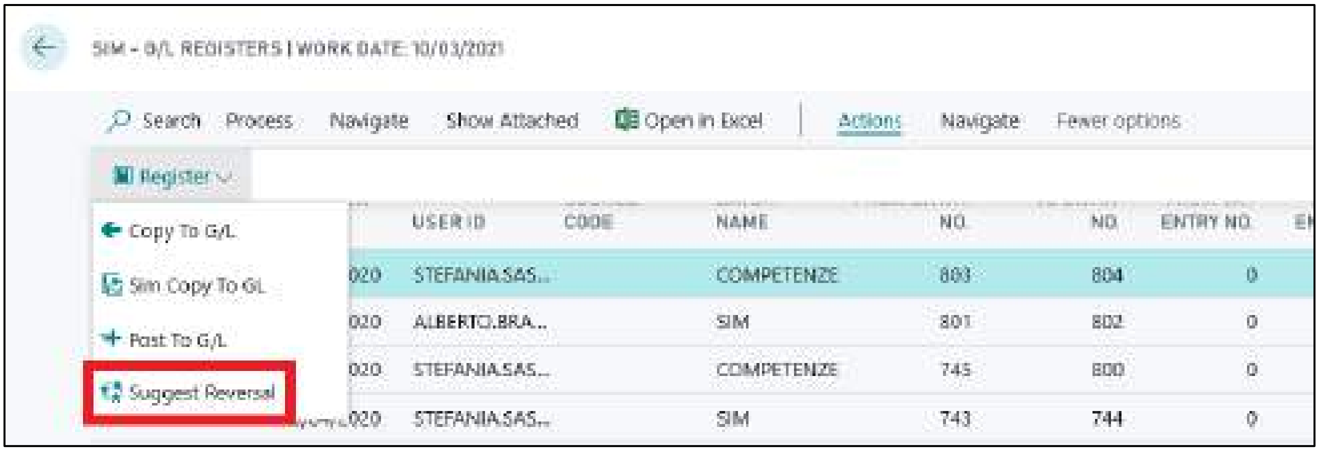
1) If you want to post the lines in G/L;
2) If you want to eliminate the simulated lines.

Doing so, the lines will be posted in G/L and deleted, they will no longer be visible in the simulated environment.



2.5.5 Suggest Reversal

This function allows you to reverse the selected simulated line / entry.

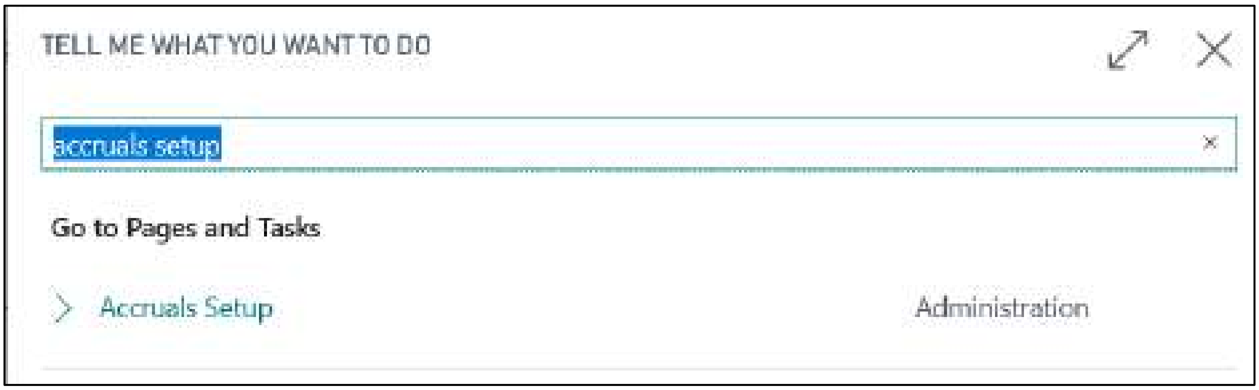


By clicking on “suggest Reversal”, the following pop-up will appear to indicate the template and batch of the reversal entries. Once you have entered this information, to post the reversal you have to go to the selected batch.

3. ACCRUALS

3.1 ACCRUAL SETUP

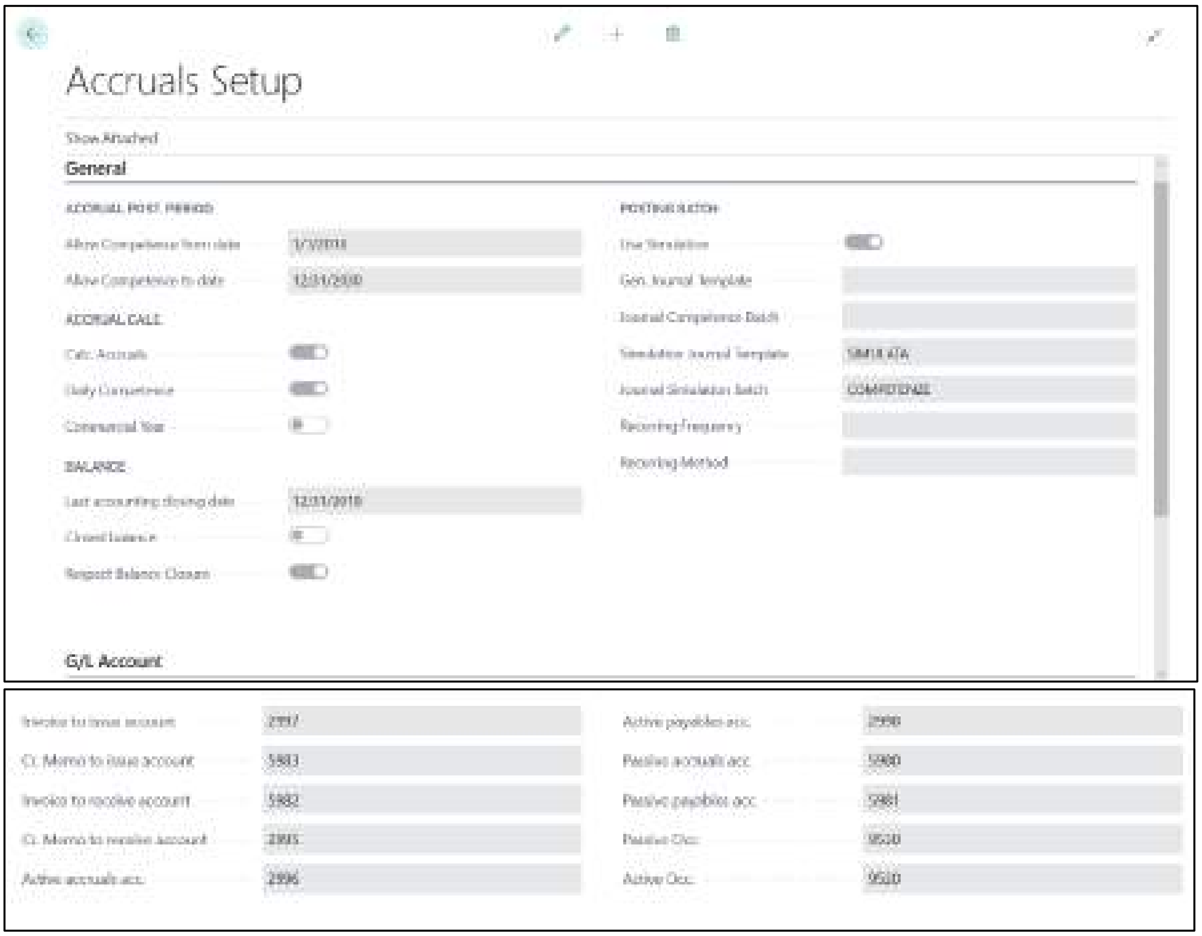
Also for the accruals, it is necessary to set the **"Accruals Setup"**.
Enter **"Accruals Setup"** in the search bar, and then choose the related link.



The following parameters can be set in the Accruals Setup tab:

1) **Allow Competences From / To:** specify the time range in which accrual entries are possible;
2) **Last Accounting Closing Date:** manually enter the date of the last accounting closing date;
3) **Closed Balance:** if flagged, the system will generate active or passive contingency entries, if the posting date is before the closing date;
4) **Respect Balance Closure:** if flagged, the system shifts the start date of the accruals to the posting date of entry, in case that the first is backdated compared to the second one;
5) **Daily Competence:** if flagged, the accruals are calculated based on the number of actual days of the period considered;
6) **Commercial Year:** if flagged the system considers, for the calculation of accruals, months composed of 30 days;
7) **Use Balance Dimensions:** If flagged, the simulation lines generated by the accruals and invoices to issued or receive create another balancing line with the dimensions of the balancing account and not those of the document;
8) **Calc. Accruals:** to be checked if you want the system to automatically calculate the accruals and enter them in the journal batch;
9) **Source Code.:** to be inserted if the nature of the entry is to be identified;
10) **Gen. General Template:** enter the default general journal template for general journal;
11) **Gen. Competence Batch:** enter the default batch for general journal;
12) **Use Source Journal Batch:** insert flag, if you want accrual entries to take the default reason for the G/L batch.

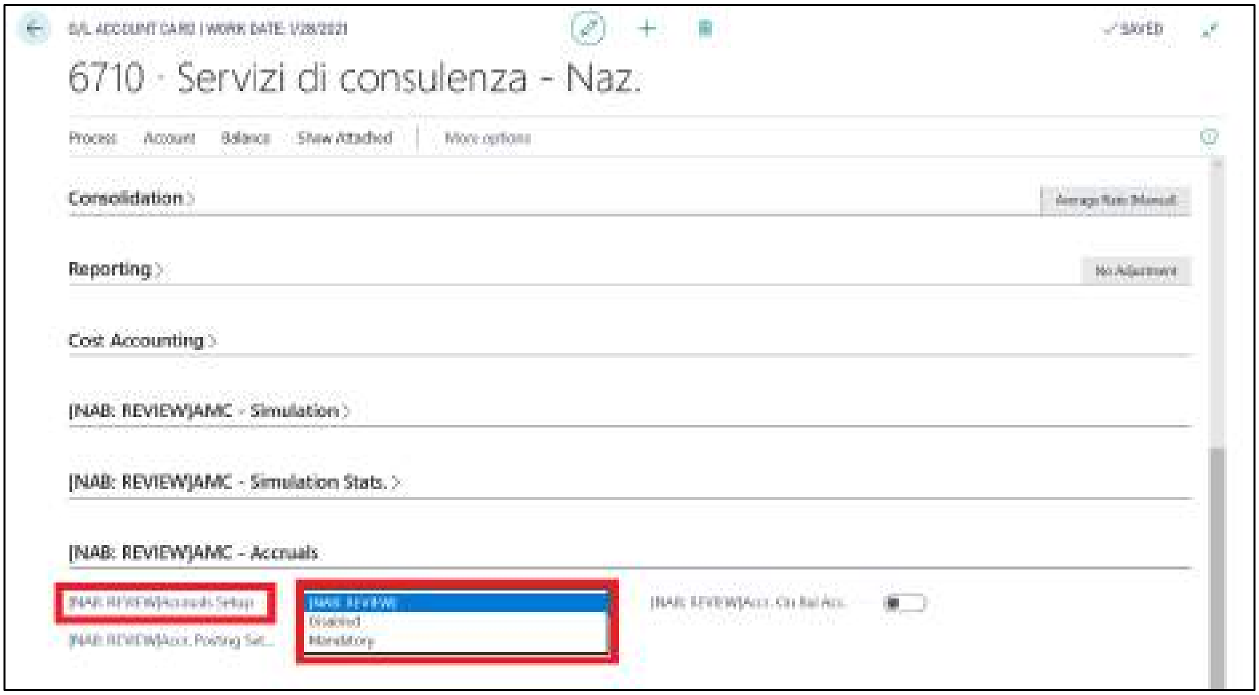
13) **Recurring Method:** A drop-down menu will open from which it is possible to select the recurring method for the accruals (For the explanation of the recurring methods see paragraph: **"Sim Recurring General Journal"**)
14) **Recurring Frequency**: it indicates the frequency with which the accruals entry in the journal line will be posted;
15) **Simulation Journal Template**: enter the desired journal template;
16) **Simulation Journal Batch:** enter the desired journal batch;
17) **Use Simulation:** Flagging if you want simulation lines to be inserted into the environment



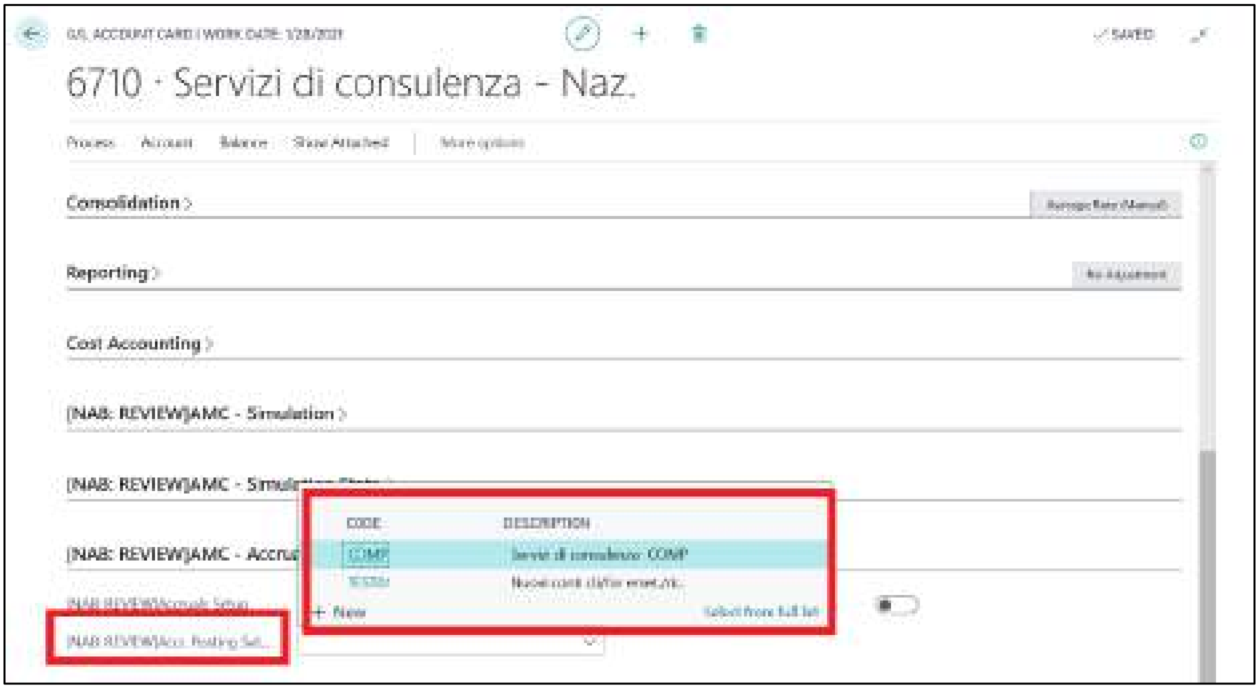
As far as accrual entries are concerned, it is advisable to create special batches both in a simulated environment and in General Ledger.
The following fields can be filled out in the **"G/L Account"**, in the **"AMC-Accruals"** section:
Accruals Setup: a drop-down menu will be displayed from which you can select:

- **Disabled:** if selected, the system will not take into consideration the relevant entries;

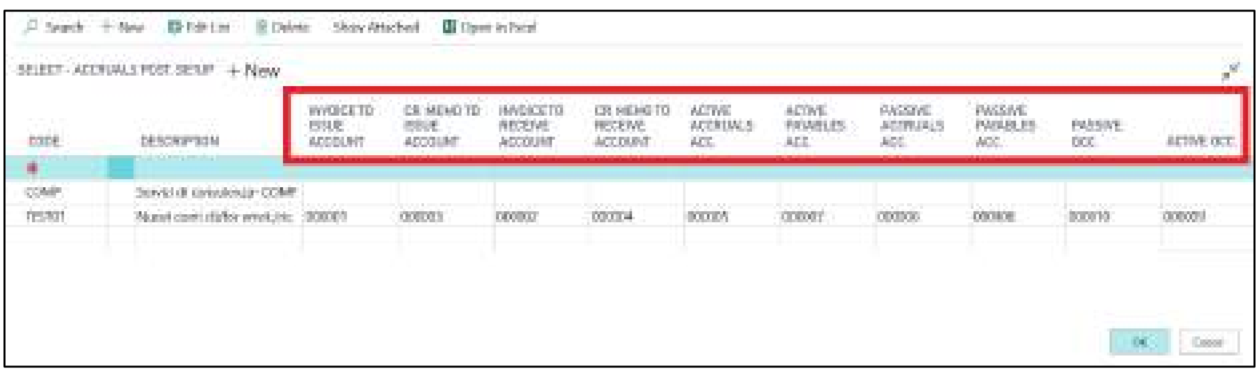
- **Mandatory:** if selected, the system will notify an error if the start / end of accrual dates have not been entered.



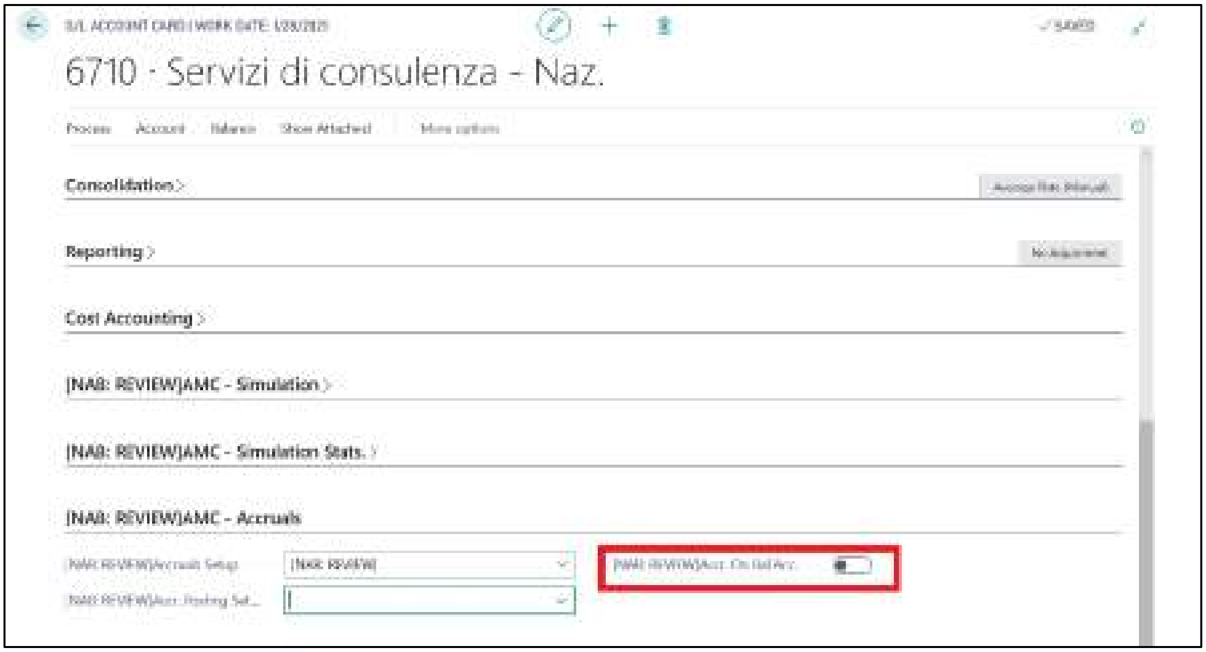
Accruals Posting Setup: a drop-down menu will be opened from which you can select (or create) a accrual posting setup if you want to set up specific accrual accounts.



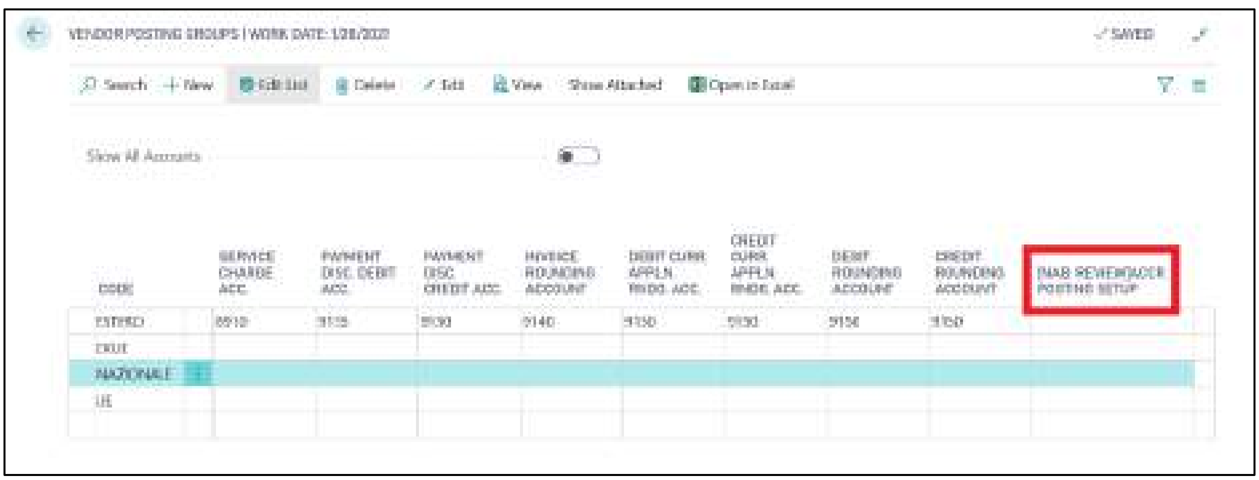
Selecting **"New"** or **"Select From Full List"**, the **"Accr. Posting Setup"** page will be displayed, where you can set or view the accounts on which the specific accruals for the account will be posted.

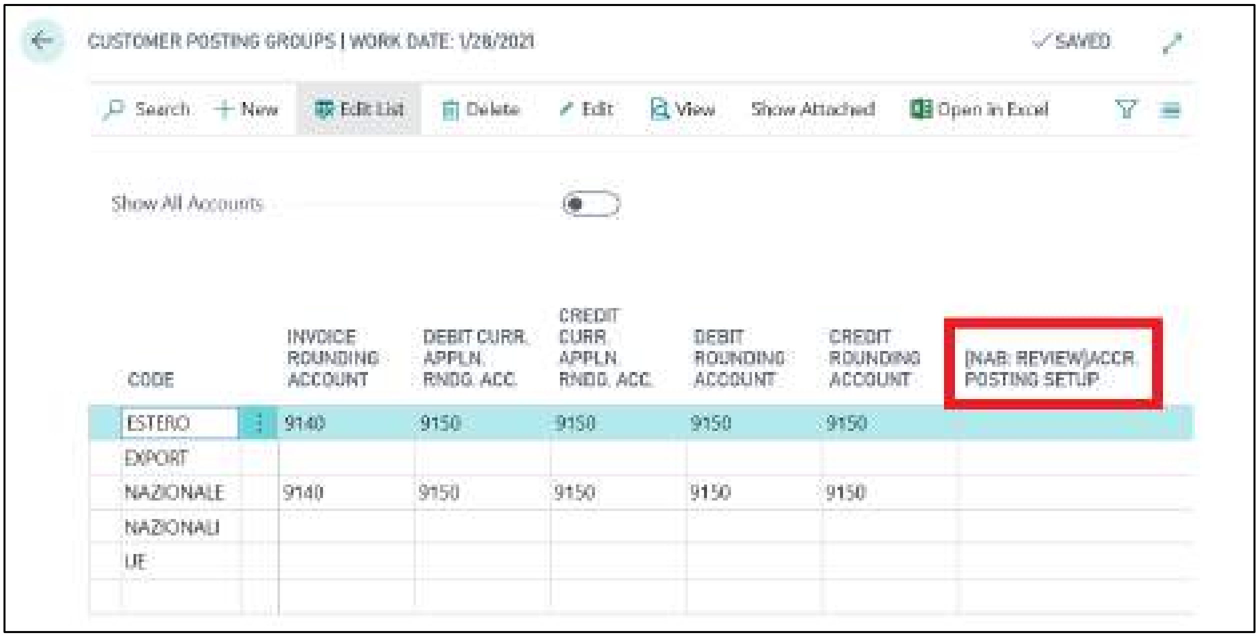


Create Accr. On Bal. Acc.: if flagged, MD365 will create the relevant entries also for the balance account.



It is also possible to set specific accrual accounts for the Customer/Vendor posting group.
In a similar way to the G/L accounts, going to **“Vendor Posting Group”** or **“Customer Posting Group”**
It is possible to insert the **"Accrual Posting Setup"** connected.





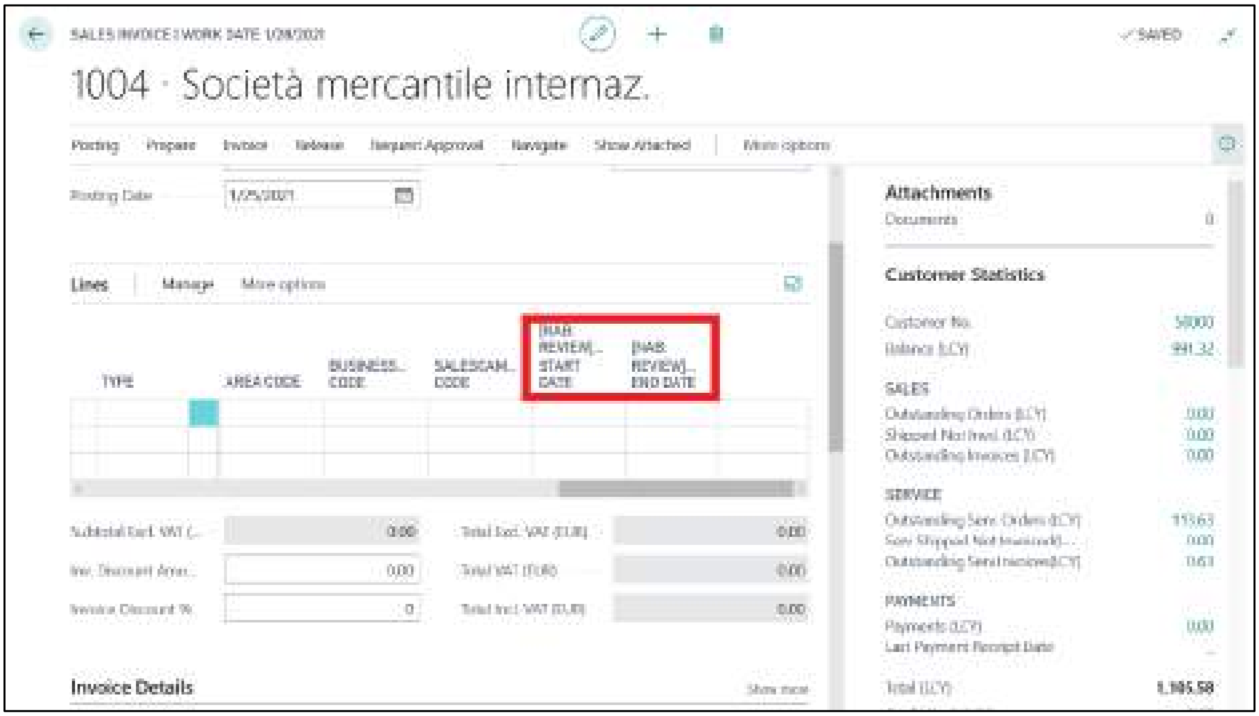
If set, Microsoft Dynamics Business Central, at the time of creation of the entries, will insert the accounts specified in the accrual posting setup, thus not considering the accounts set by default (Accruals Setup or Reports).

In the event that the accrual posting setup exists both in **“Customer/ Vendor Posting Setup"** and in the **"G/L Account”** tab, the system will take into consideration the accounts in the posting groups.

3.2 POSTING ACCRUALS

Once the setup is completed, at the time of the posting invoices, credit memos or G/L entries, in the **"Lines"** tab there will be two columns (if not visible use the **"Choose Columns"** function):

- **Accruals Start Date:** indicate the start date of the accruals;
- **Accruals End Date:** indicate the end date of accruals.



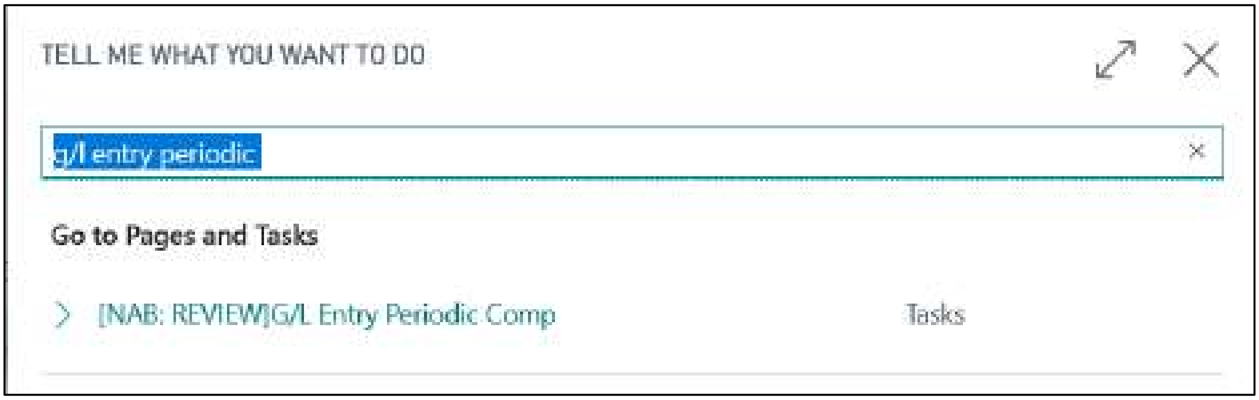
By posting the documents or the ledger entries, Business Central will automatically insert the competence entries within the batch set (based on the preset accrual setup).

To post accruals, all you have to do is go to the batch and select the **"Post"** button.

3.3 REPORT & ANALYSIS

3.3.1 Accruals at the end of the year G/L entries

By selecting the **"Calculate Year Costs"** function, it is possible to create the relevant entries for accruals and prepayments.



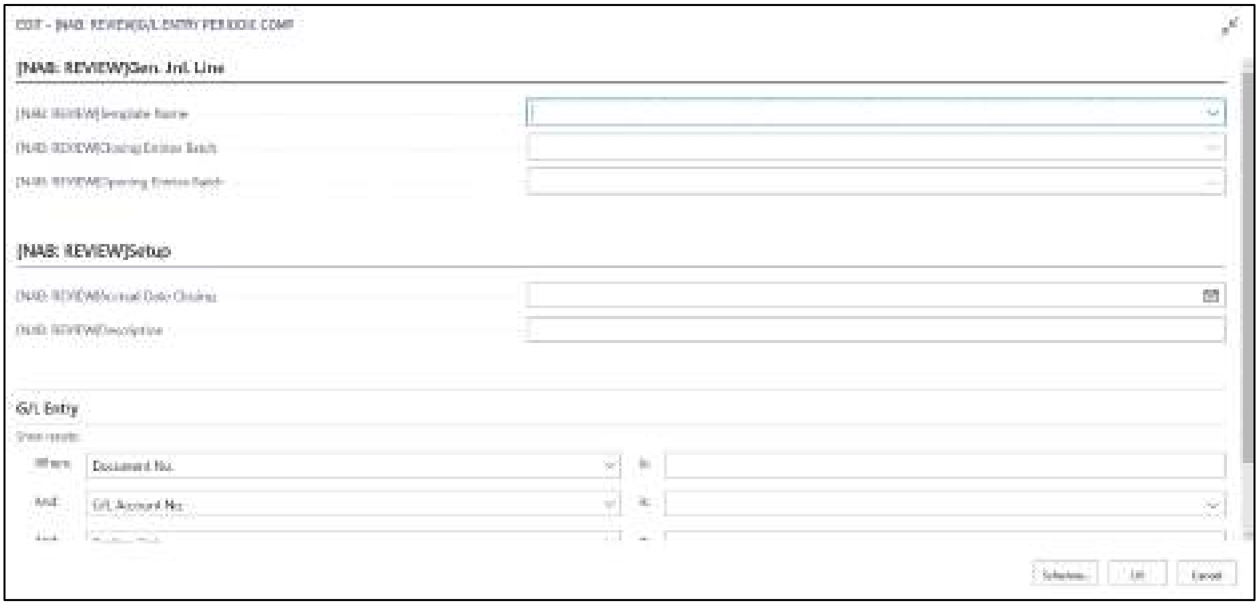
The page **"G/L Entry Periodic Comp."** in which it is necessary to fill in:

Journal Batch

- **Template Name:** Specify the desired general journal template;
- **Closing Entries Batch:** Indicate the closing general journal batch;
- **Opening Entries Batch:** Indicate the opening general journal batch (it must be different from the batch set for the closing entries);

Setup

- **Accrual Closing Date:** Indicate the date on which the report is to be made;
- **Description:** Enter a description;



G/L entry

By filling in the fields, you can set a filter on the entries.

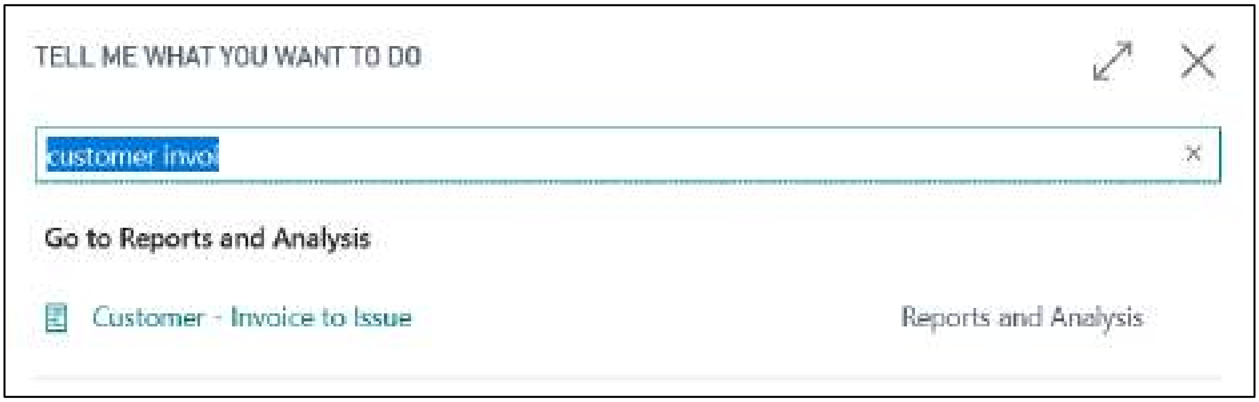
Once the various fields have been filled in, selecting the **"OK"** button automatically creates the closing and opening entries in the relative batches.

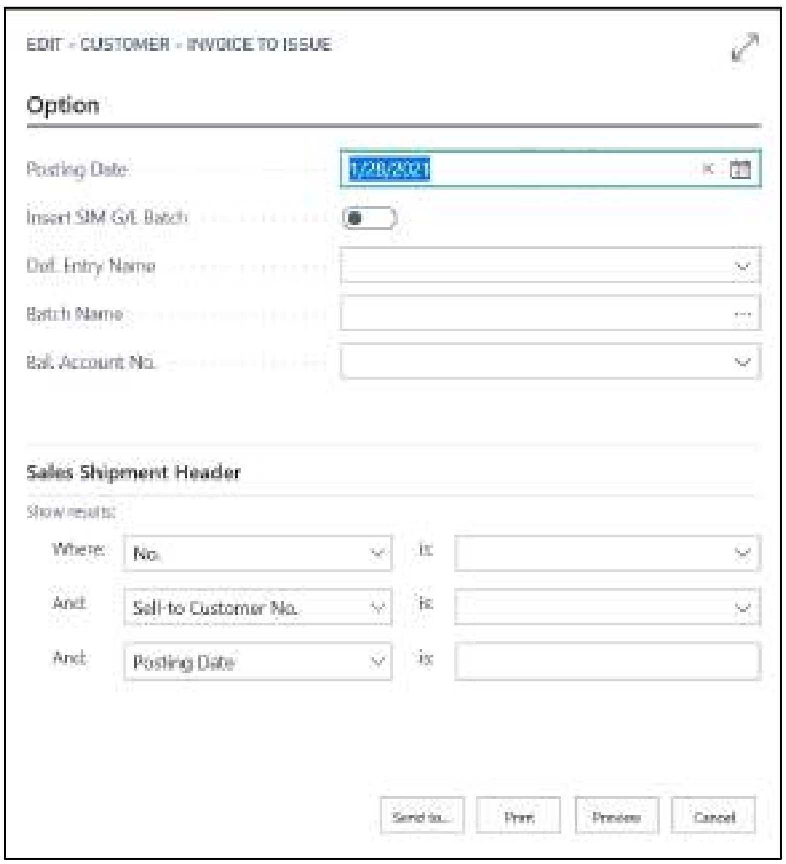
Example: after clicking on **"Schedule"**, the report is launched:

Microsoft Dynamics Business Central, automatically, will create the lines in the corresponding batches of Closing and Opening.

3.3.2 Customers - Invoices to issue

To create the accrual entries related to invoices to issue, simply select the icon . Enter **"Customer – "Invoices to Issue"** in the search bar; then choose the related link.





The **"Customers-Invoices to Issue"** page opens, where it is necessary to fill in:

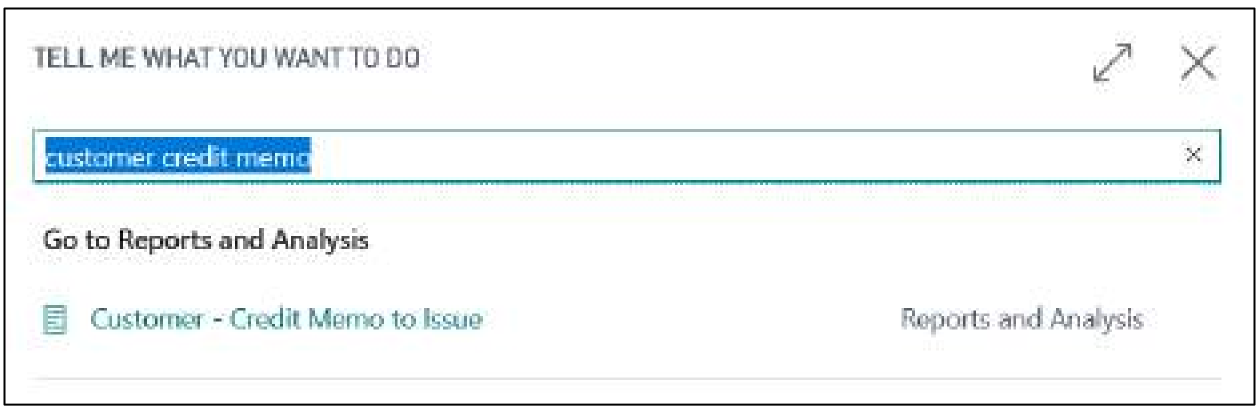
Options:

- **Posting date:** Indicate the date on which you want to post;
- **Insert SIM G/L Batch:** insert the flag if you want the creation of the lines of competence in a simulated environment;
- **Def Entry Name:** Indicate the desired general journal template;
- **Batch Name:** select the desired batch;
- **Balance Account No.:** enter the account related to the invoices / credit memos to be issued.

Sale Shipment header:
By filling in the fields, you can set a filter.
Once the various fields have been filled in, selecting **"Preview"** or **"Print"** or **"Send to"** will automatically create the entries in the relative batches.

3.3.3 Customers - Credit memos to issue

To create the accrual entry relating to credit memos to issue, simply select the icon, enter **"Customers-Credit Memos to Issue"** in the search bar; then choose the related link.



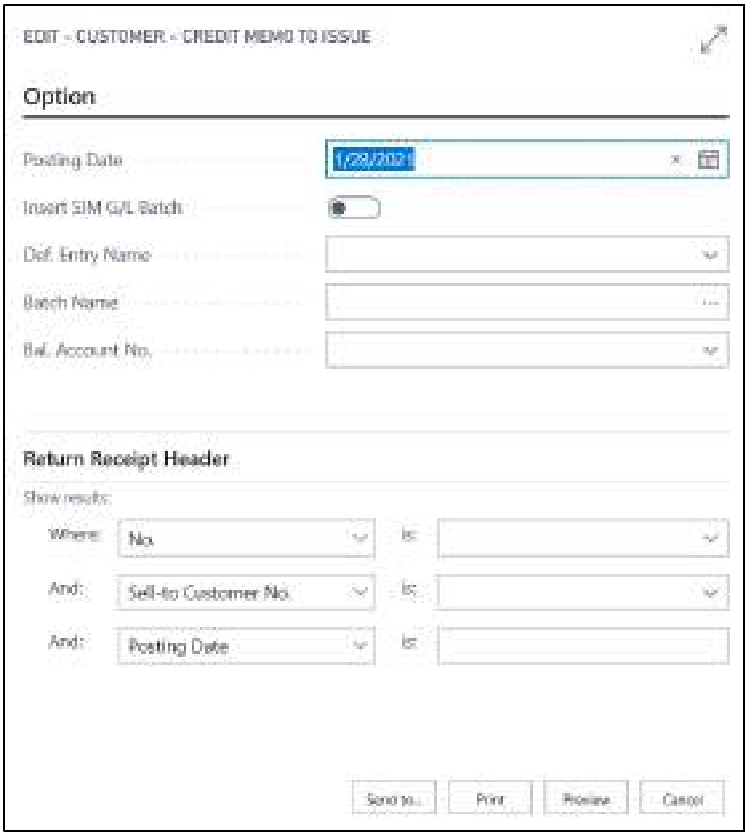
The **"Customer-Credit Memos to Issue"** page will open, where it is necessary to fill in:
Options:

- **Posting Date:** Indicate the date on which you want to post;
- **Insert SIM G/L Batch:** flag if you want the creation of the lines of accruals in a simulated environment;
- **Def Entry Name:** Indicate the desired general journal template;
- **Batch Name:** select the desired batch;
- **Balance Account No.:** enter the account related to the invoices / credit memos to issue.

Return Receipt Header:

By filling in the fields, you can set a search filter.

Once the various fields have been filled in, selecting **"Preview"** or **"Print"** or **"Send to"** will automatically create the entries in the relative batches.



3.3.4 Vendor-Receipt to invoice

To create the accrual entries relating to invoices to be received, simply select the icon , enter **"Vendor-Receipt to Invoice"** in the search bar; then choose the related link.

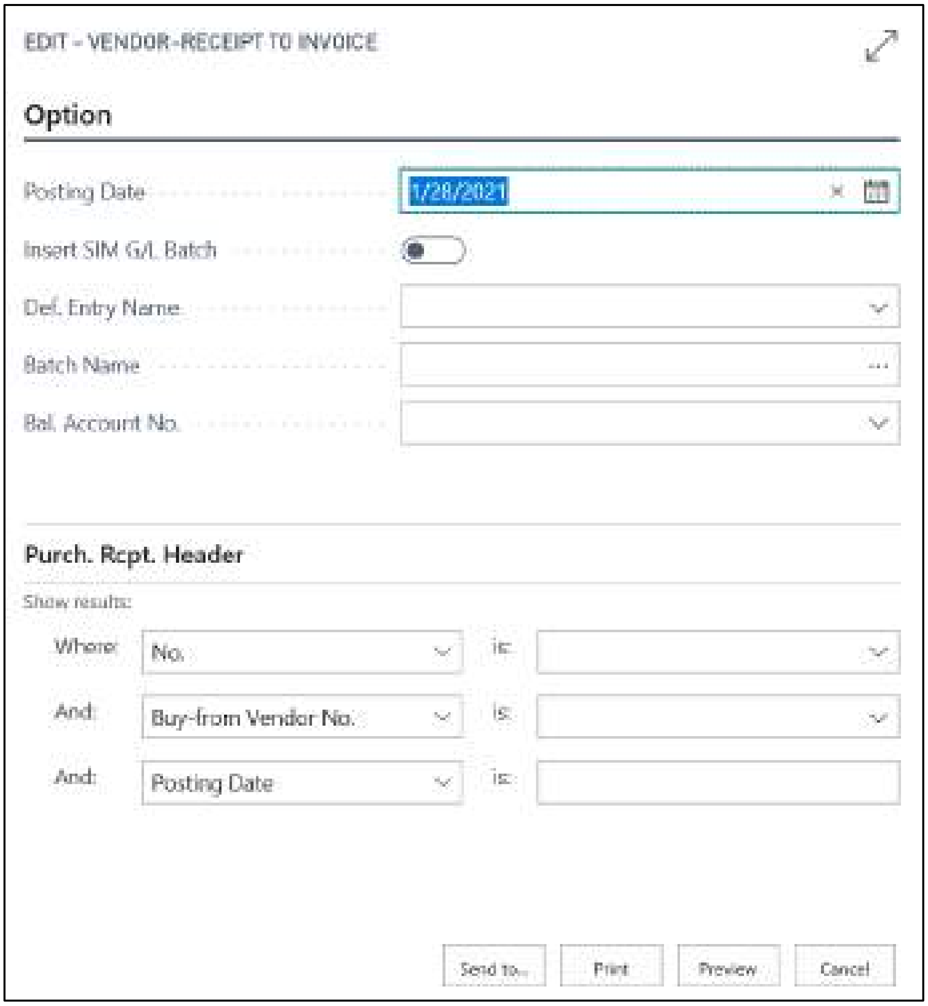
The **"Vendor-Receipt to Invoice"** page will open, where you need to fill in:

- **Posting date:** Indicate the date on which the report is to be made;
- **Insert SIM G/L Batch:** put the flag if you want the creation of lines of competence in the simulated environment
- **Def. Entry Name:** Indicate the desired general Journal Template;
- **Batch Name:** select the desired batch;
- **Balance Account No.:** enter the account related to the invoices / credit memos to be received.

Purch. Recpt. Header:

By filling in the fields you can set a filter.

Once the various fields have been filled in, selecting **"Preview"** or **"Printing"** will automatically create the entries in the relative batches.


EDIT - VENDOR-RECEIPT TO INVOICE
Option
Posting Date
1/28/2021
Insert SIM G/L Batch
Def. Entry Name
Batch Name
Bal. Account No.
Purch. Rcpt. Header
Show results:
Where:
No.
is:
And:
Buy-from Vendor No.
is:
And:
Posting Date
is:
Send to...
Print
Preview
Cancel

3.3.5 Vendors-credit Memos to invoice

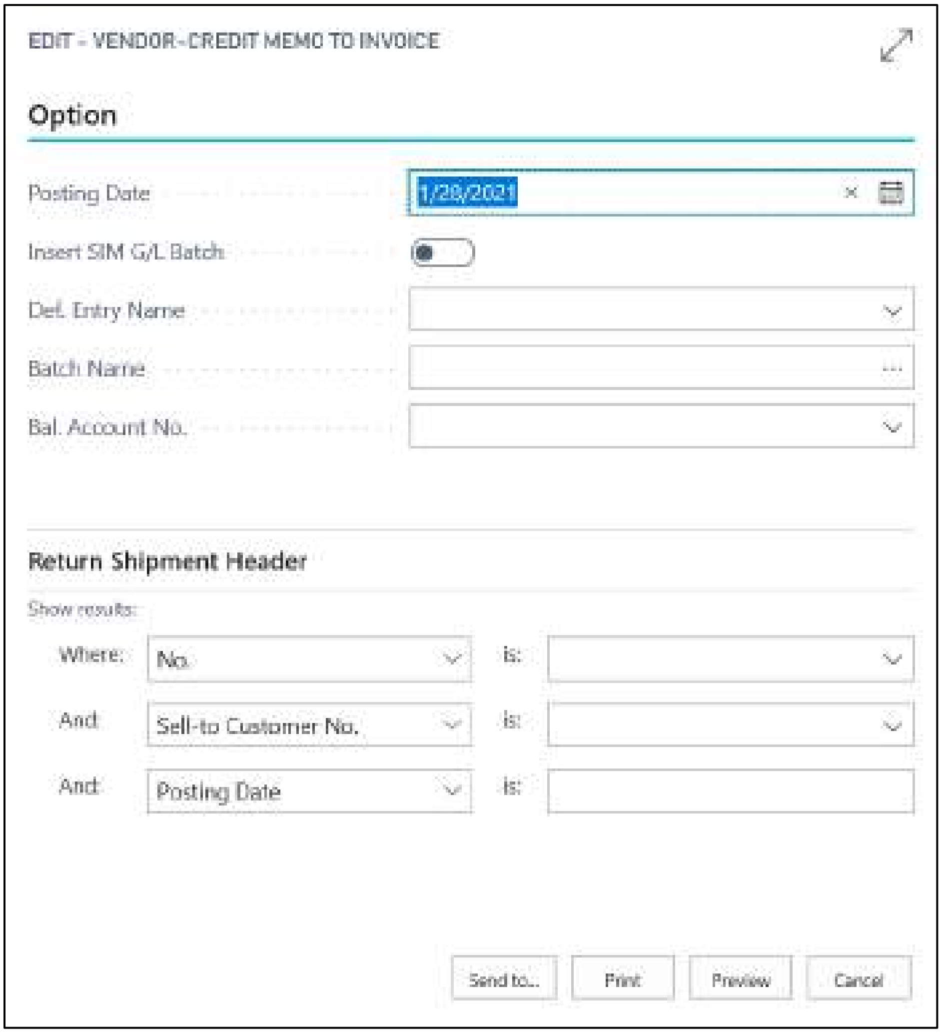
To create the competence entry relating to credit memos to be received, simply select the icon , enter **“Vendor-Credit Memos to Invoice”** in the search bar; then choose the related link.

The page **"Vendor-Credit Memos to Invoice"** will open, where you must fill in:

Options:
The **"Vendors-Credit Memo to Invoice"** page will open, where you need to fill in:

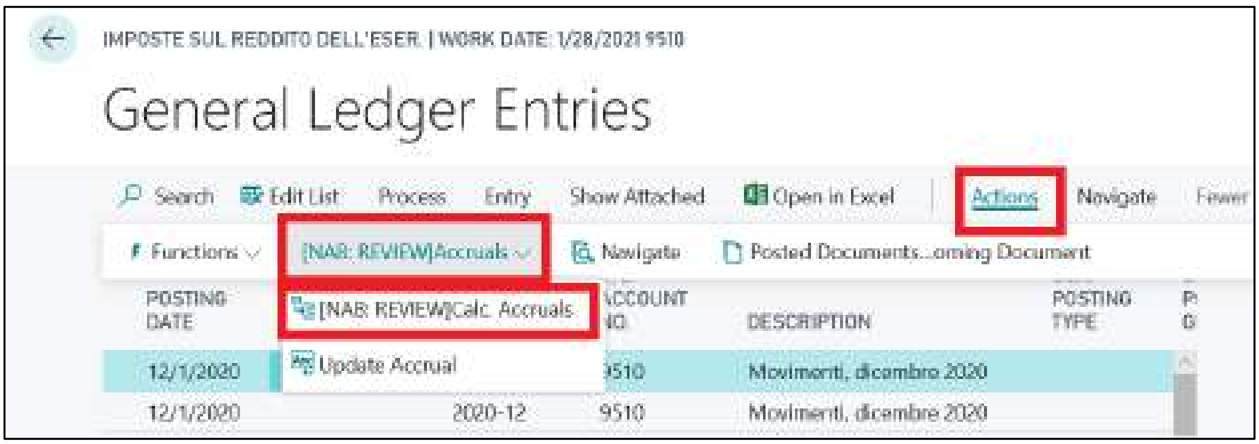
- **Posting Date:** Indicate the date on which the report is to be made;
- **Insert SIM G/L Batch:** put the flag if you want the creation of lines of competence in the simulated environment
- **Def. Entry Name:** Indicate the desired general Journal Template;
- **Batch Name:** select the desired batch;
- **Balance Account No.:** enter the account related to the invoices / credit memos to be received.

Return Shipment Header:
By filling in the fields, you can set a filter
Once the various fields have been filled in, selecting **"Preview"** or **"Print"** or **"Send to"** will automatically create the entries in the relative batches.


EDIT - VENDOR-CREDIT MEMO TO INVOICE
Option
Posting Date
1/28/2021
Insert SIM G/L Batch
Def. Entry Name
Batch Name
Bal. Account No.
Return Shipment Header
Show results:
Where:
No.
is:
And:
Sell-to Customer No.
is:
And:
Posting Date
is:
Send to...
Print
Preview
Cancel

3.4 RECALCULATE ACCRUALS

As specified in the previous paragraphs, Prime - Advanced Financials allows you to work in a simulated environment.
The entries made and posted can then be modified or deleted.



Accruals related to competencies can be found between the deleted or modified entries.
To carry out the recalculation of the accruals it is necessary to:

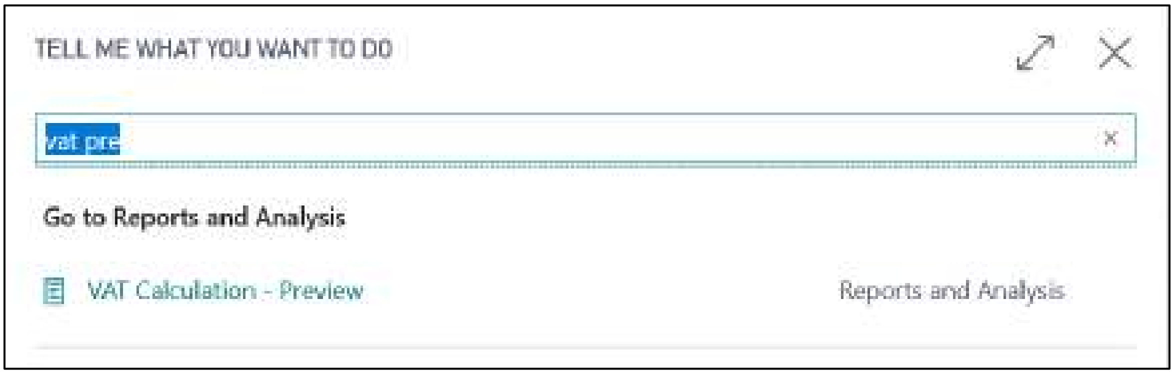
- go to **"G/L Entries"** and select the entry on which you want to perform the recalculation;
- go to **"Accruals"** and select **"Calc. Accruals"**.

In this way, Microsoft Dynamics Business Central will automatically recalculate the accruals in the simulated journal batch.

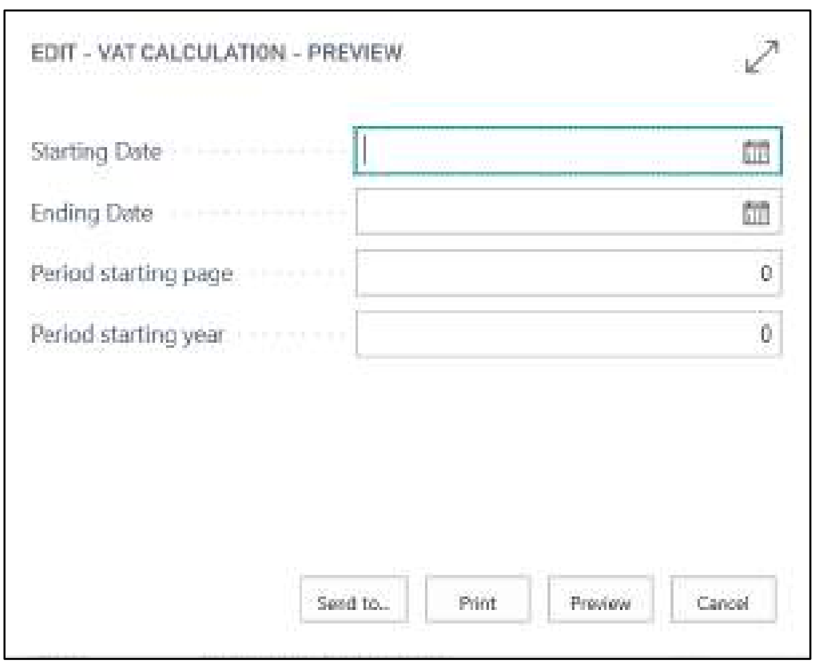
4. VAT SETTLEMENT

4.1 VAT SETTLEMENT - PREVIEW

To carry out VAT settlements for periods that are not closed, simply select the icon , enter **"VAT Settlement - Preview"** in the search bar; then choose the related link.



Clicking on **"VAT Settlement - Preview"** will open the following page:



You can fill in the following fields:

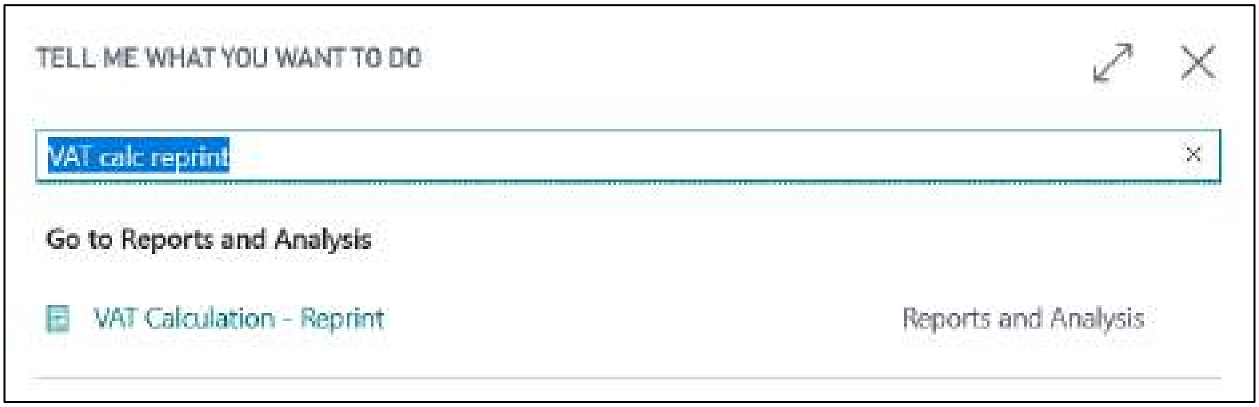
1) **Start Date / End Date:** Enter the time range for which you want to preview the settlement;

2) **Period Starting Page**: Indicate, if desired, the settlement start page;
3) **Period Starting Year:** Indicate, if desired, the starting year of the settlement.

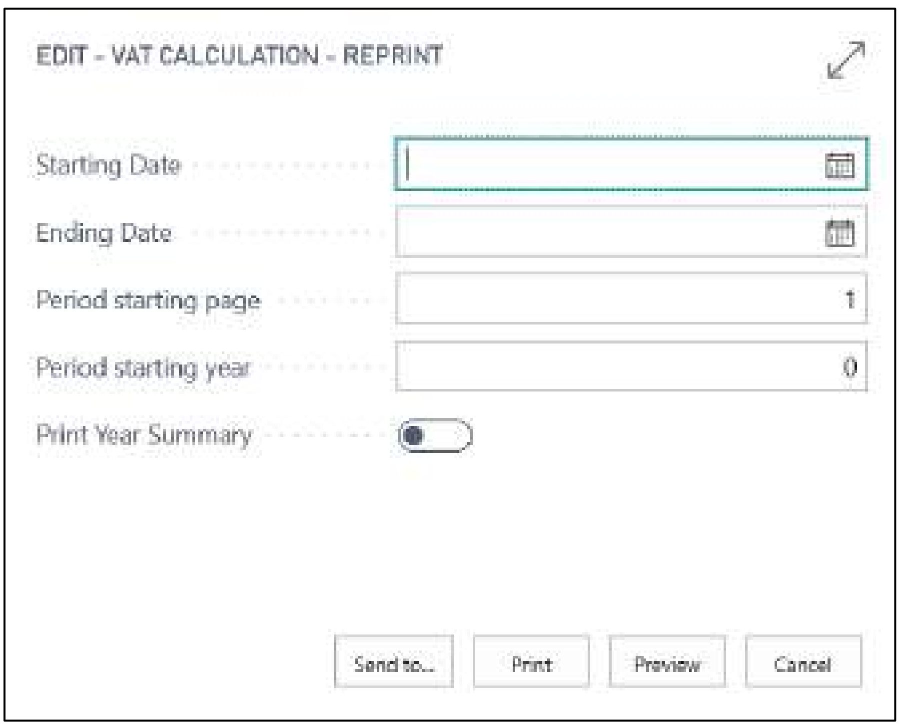
Once the fields have been set, it is possible to view the preview in Business Central by selecting the **"Preview"** button or, with the **"Print"** button, the document can be printed, saved in PDF, Microsoft Word or Excel.

4.2 VAT SETTLEMENT - REPRINTING

To make reprints of already completed VAT settlements simply select the icon 🔍, enter **"VAT Calculation-Reprint"** in the search bar; then choose the related link.



By clicking on **"VAT Calculation-Reprint"**, the following page will open:



You can fill in the following fields:

1) **Starting date / Ending date:** enter the time range for which you want to perform the reprint;
2) **Period Starting Page:** Indicate, if desired, the settlement start page;

3) **Period Starting Year:** Indicate, if desired, the starting year of settlement;
4) **Print Year Summary:** If flagged, the summary of annual VAT payments will be indicated.

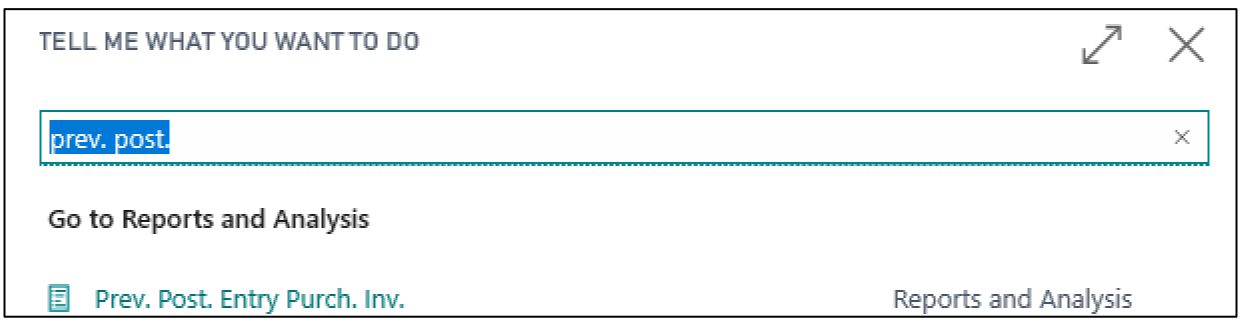
As for the preview of the VAT settlement, it is possible to view the preview inside Business Central by selecting the **"Preview"** button or, with the **"Print"** button, the document can be printed, saved in PDF, Microsoft Word or Excel.

4.3 PURCHASE INVOICE DRAFT (Preview Posted Entries)

This report allows the user to check the G/L entries before posting the purchase invoices on Business Central. It is useful, in fact, for the control of the G/L accounts (balance sheet and income statement) handled following a posting.

The report will take over all temporary purchase invoices.

To print the report, just search with the appropriate function **"Post. Prev. Purch. Inv. "**



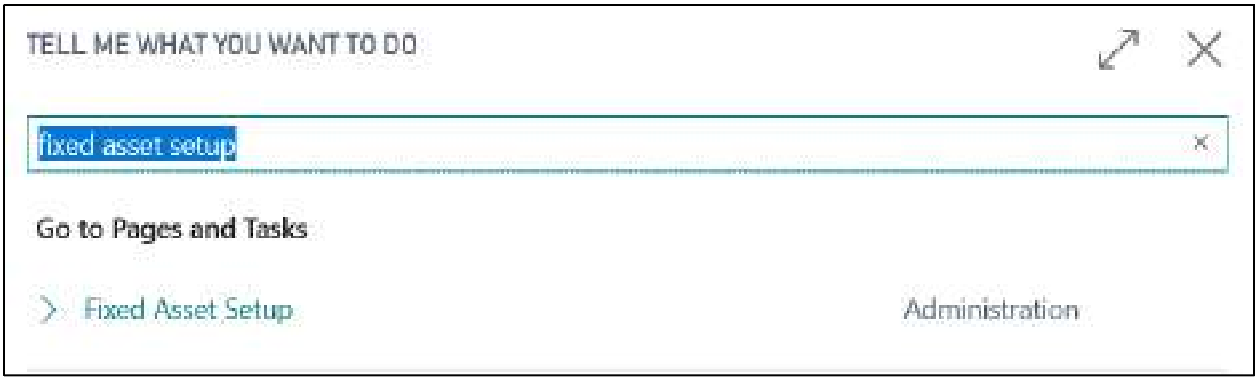
After calling up the function, a pop-up will appear, where you can insert it if you want filters, to limit the data to be displayed in the report.

By clicking on Print or Preview, you will be able to view the report.

5. ASSETS

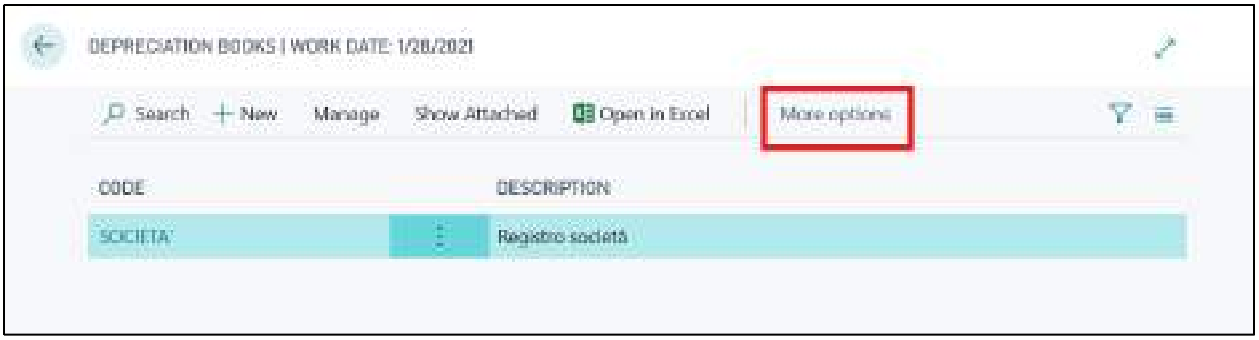
5.1 ASSETS SETUP

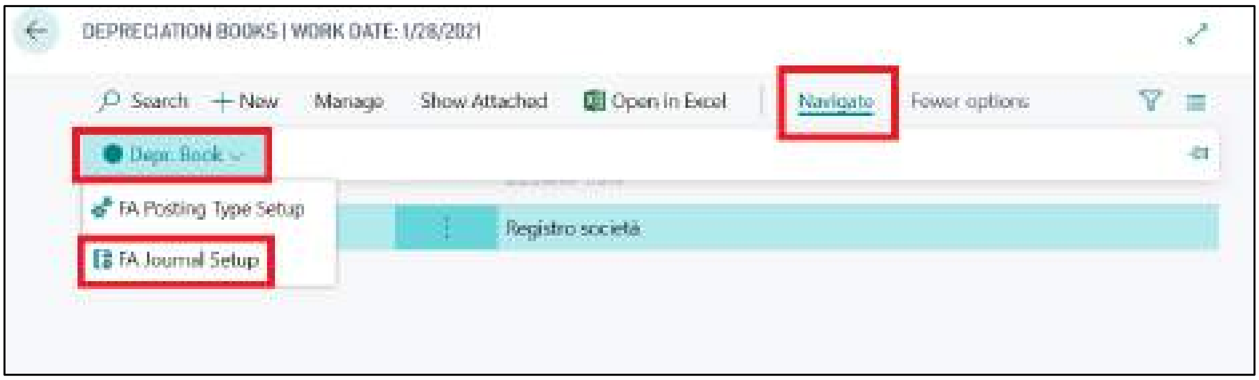
Before carrying out the simulated depreciation operations it is necessary to set, in the **"Fixed Asset Setup"**, the general journal template and the batch related to the simulated entries in the following way:



Select the icon, enter **"Depreciation Book"** in the search bar; then choose the related link.

Now select the desired line and click on *"View→ options→Navigate→Depr. Book. → FA Journal Setup"*.



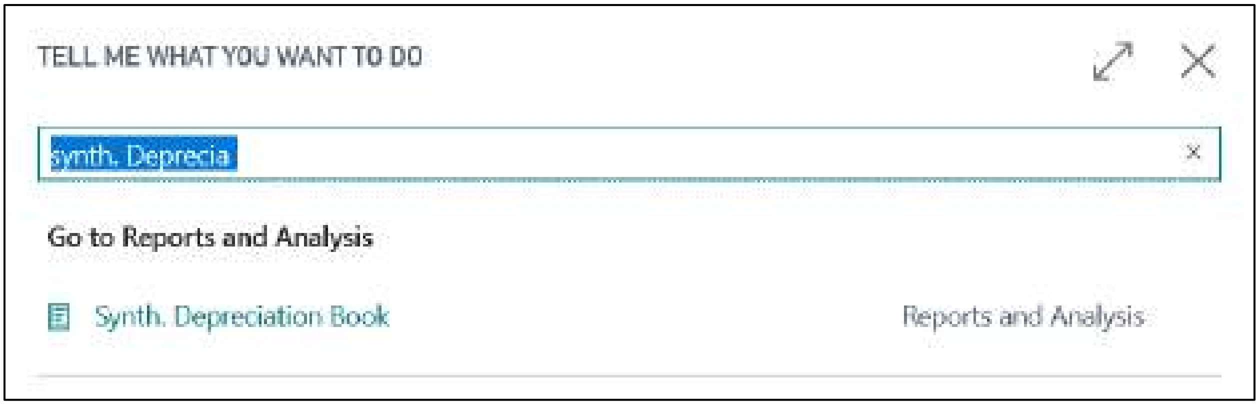


The following page will open in which it is necessary to enter the simulated general Journal Template and the related batch.

It is now possible to make simulated depreciation entries.

5.2 SYNTH. DEPRECIATION BOOK

Select the icon , enter **"Synth. Depreciation Book"** in the search bar; then choose the related link.



The page **"Synthetic Depreciation Book"** will open with the following fields:

Options:

- **Depreciation Book:** Select the desired **"Depreciation Book"**;
- **Start Date/End Date:** Enter the time range in which you want to run the report;
- **Print for Fixed Asset:** flag for a division of fixed assets by fixed asset;
- **Print Inactive F.assets:** flag for printing inactive fixed assets;

Page No.:

- **Print page number:** flag to set a numbering to the report;

First page:

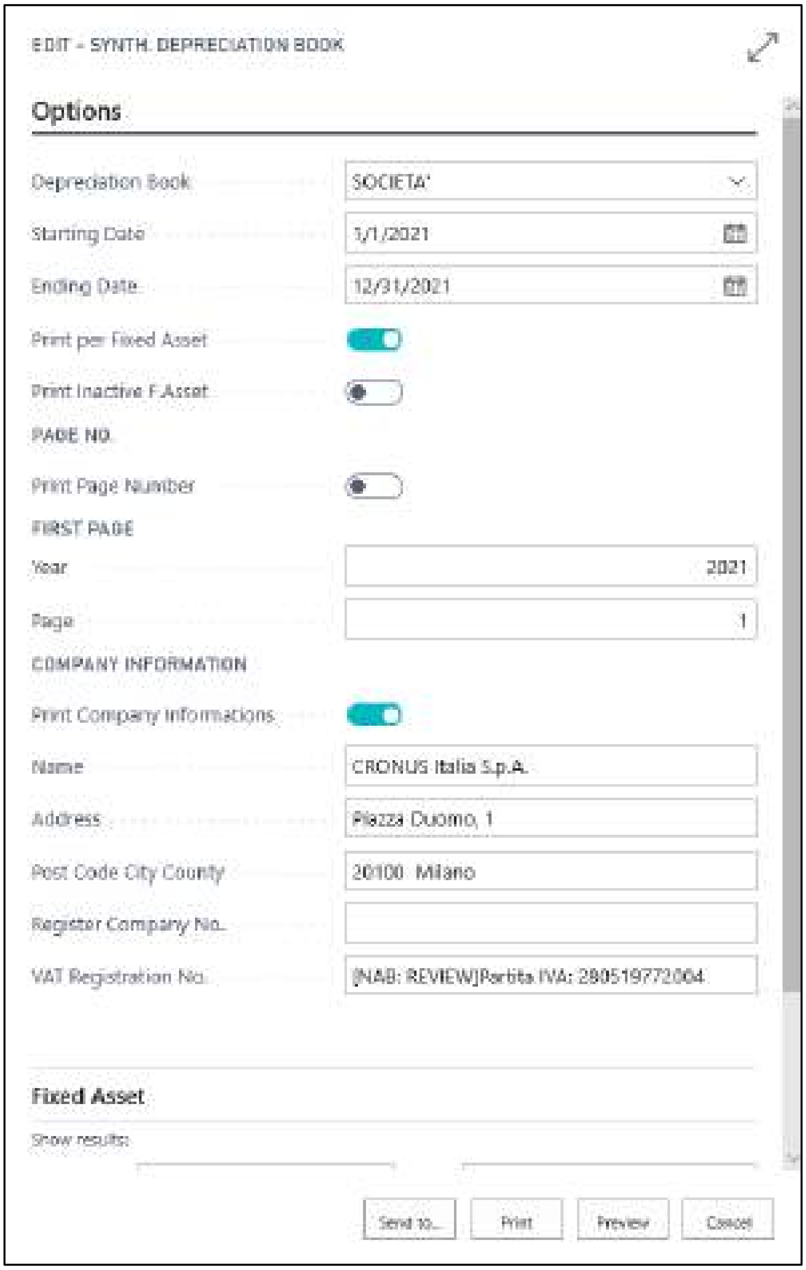
- **Year:** Enter year for **"First Page"**;
- **Page:** Enter the page number for **"First Page"**;

Company Information:

- **Print company information:** flag to include company information in the report;
- **Name:** Enter company name;
- **Address:** Enter company address;
- **Postal code City County:** Enter the ZIP code of the city where the company is located;
- **Register Company Number**: Enter the registration number in the Business Register;
- **VAT Registration Number:** Enter the VAT number;

Fixed Asset:

In this tab, it is possible to insert a filter on the fixed assets to be included in the report.

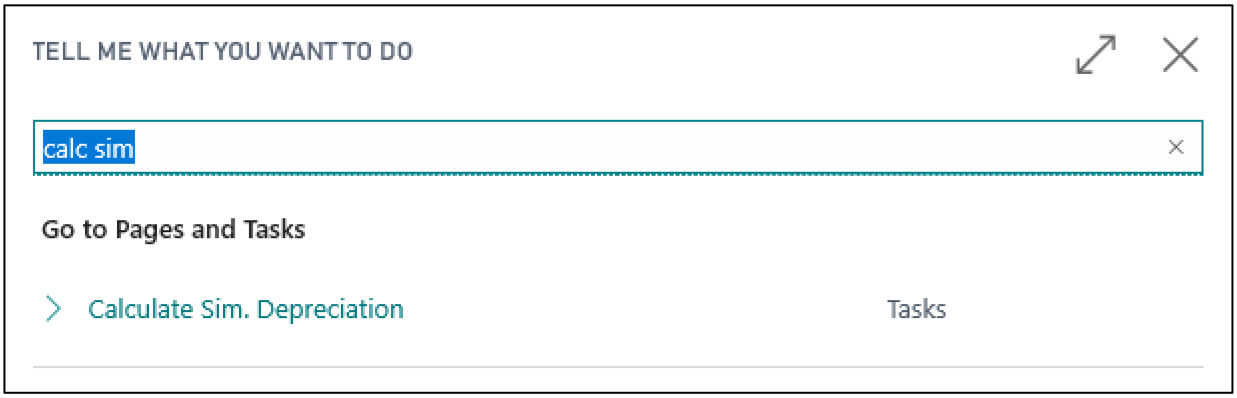


Once you have filled in the various fields, you can view the report in Microsoft Dynamics Business Central by selecting the **"Preview"** button or, with the **"Print"** button, you can print the document, save it in PDF, Microsoft Word or Excel. In addition, the report can be sent by e-mail with **"Send to"**.

5.3 SIMULATED AMORTIZATION CALCULATION

It is possible to carry out in the simulated environment the entries related to the depreciation of the assets.

Select the icon , enter **"Calculate Sim. Assets"** in the search bar; then choose the related link.



This will open the **"Calculate Simulated Depreciation"** page with the following fields:

Options:

- **Depreciation book:** Select the desired **"Depreciation book"**;
- **Posting Date**: enter the date in which you want to post depreciation;
- **Use Anticipated Depreciation:** flag if you want to use early depreciation;
- **Use Acc./Red Depr.:** flagging if you want to use Acc./red. Depreciation;

Normal Depreciation:

- **Document No.:** Enter the document number;
- **Posting Description:** Enter the description of the document;

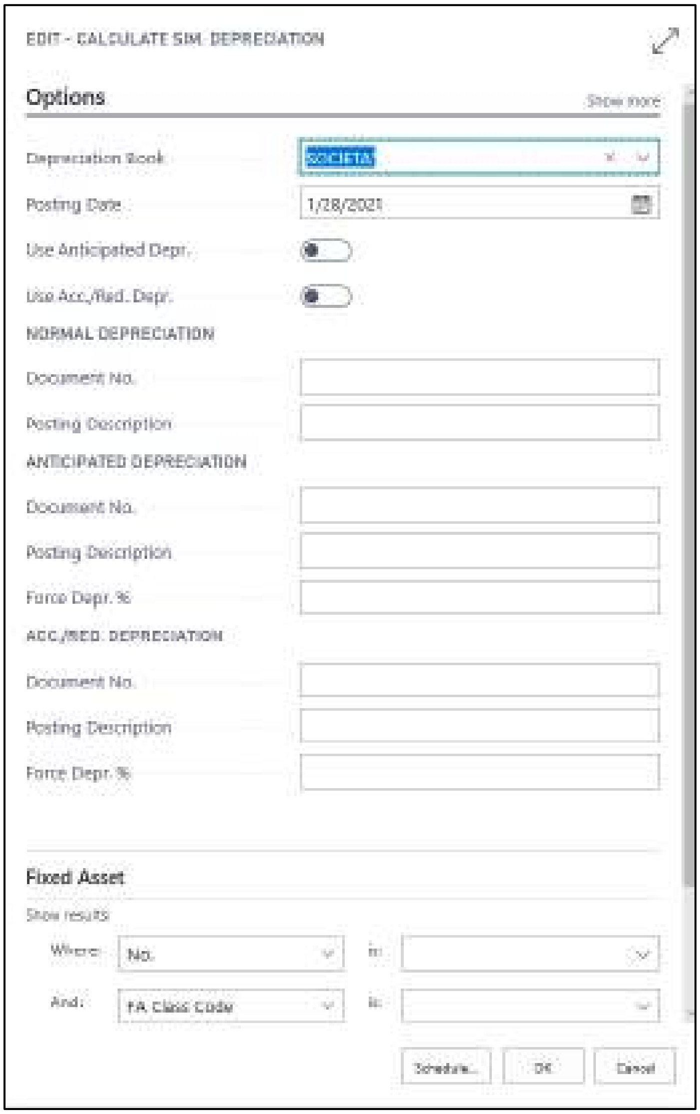
Anticipated Depreciation: (To be completed only if the item **"Use Anticipated Depreciation"** has been flagged)

- **Document No.:** Enter the document number;
- **Posting Description:** Enter the description of the document;
- **Force Depr. %:** Enter the percentage of depreciation force;

ACC./RED Depreciation (To be completed only if **"Use Acc./red. Ad"** has been flagged)

- **Document No.:** Enter the document number;
- **Posting Description:** Enter the description of the document;
- **Force Depr. %:** Enter the percentage of depreciation.

Fixed Asset: In this tab, it is possible to insert a filter on the assets to be included in the depreciation calculation.



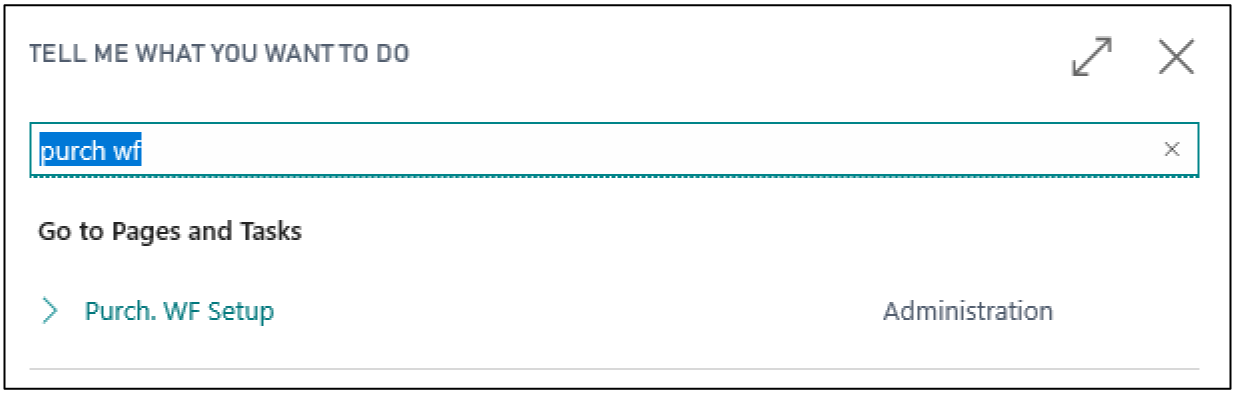
By selecting the **"Ok"** button, Microsoft Dynamics Business Central will calculate the simulated depreciation.

6. PURCHASE CONTRACTS

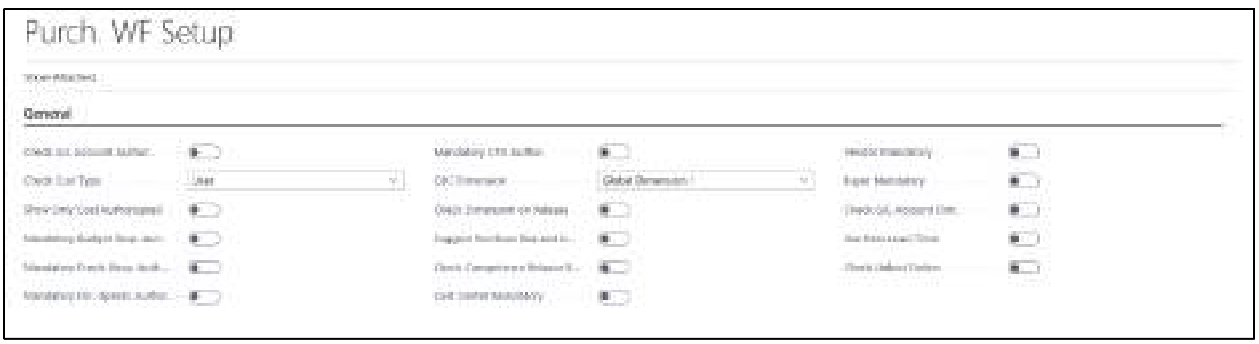
6.1 PURCHASING CYCLE SETUP

Before proceeding with the various purchase contract posting, setup must be set up.

Select the icon , enter **"Purch. WF Setup"** in the search bar; then choose the related link.



Within the **"Purch. WF Setup"** it is possible to set the following parameters:

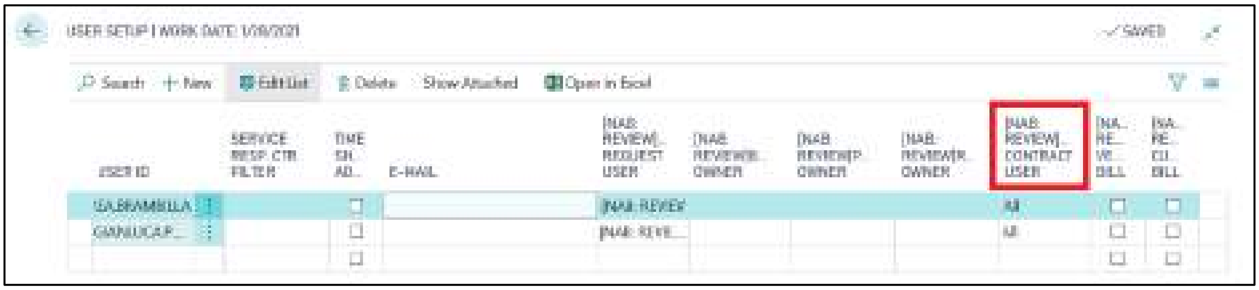


In the tab. **"Numbering"** set the relevant Series No. In order to operate correctly and without errors, it is necessary to set at least the Series No. for supply contracts.

Once the Purchase WF Setup is completed, before proceeding with the posting, individual users must be enabled for purchase contracts:

- In the search bar type: **"User Setup"**

- Add the desired User ID if not yet present and select the desired item in **"Contracts User"**.

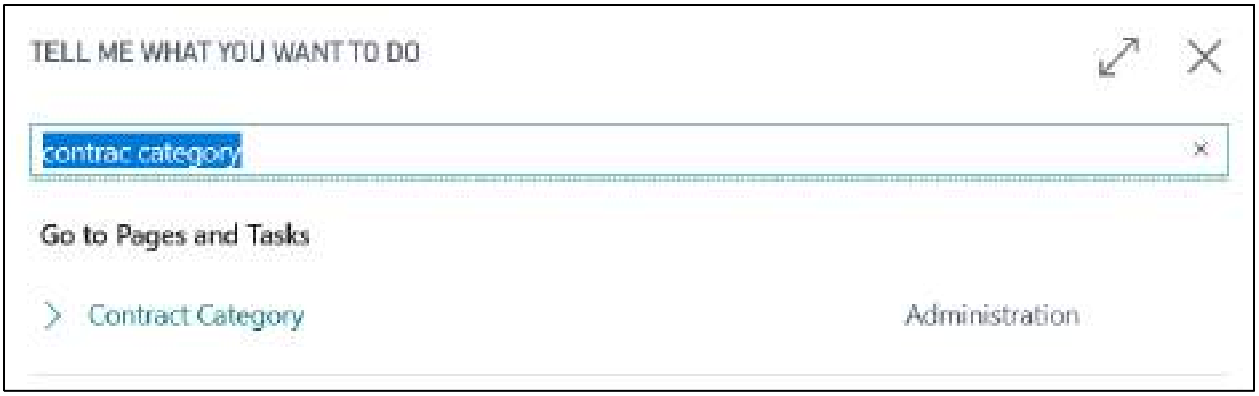


If the various authorizations were not set, when a non-enabled user wants to create a new purchase contract, it would be blocked by a Microsoft Dynamics Business Central error.

6.2 CONTRACT CATEGORY

It is possible to create and view the various types of contracts.

Selecting the icon , enter **"Contract Category"** in the search bar; then choose the related link.



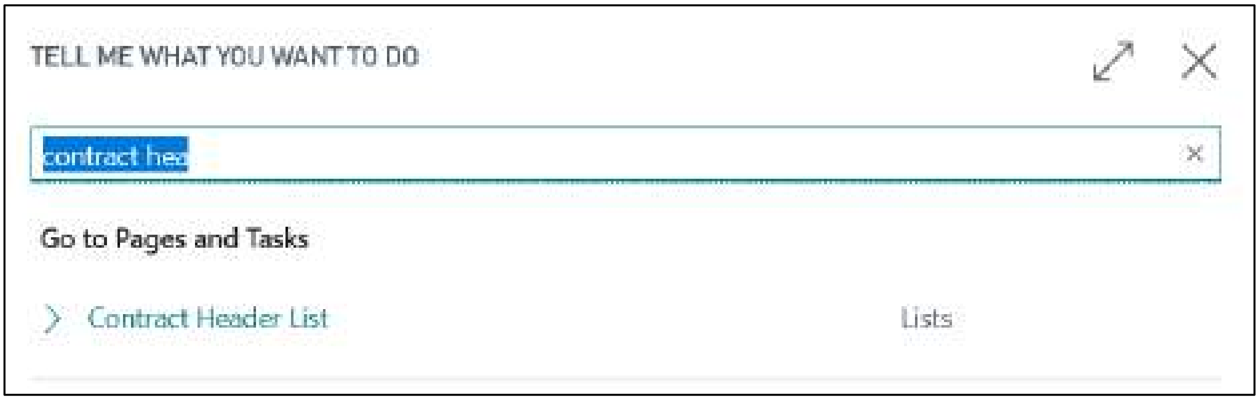
To create a new contract category select **"New"** and fill in the fields:

- **Code:** Enter the desired code;
- **Description:** Enter the desired description;
- **Period Invoice MGT:** it is possible to select
  - **Default:** if selected it will allow the modification of the invoice period in **"Contract Header List."**
  - **Setting:** if selected it will not allow the modification of the invoice period in the **"Contract Header List."**
  - **Blank:** if selected, the period of each allocation must be entered manually in the **"Contract Header List"** (leave the **"Period Invoice"** column blank).
- **Period Invoice:** enter the period of receipt of invoices.
- **Use Contract Date As Competence Date**: if flagged, MD365 will use the contract start date as the starting date for the calculation of the accruals;
- **Exclude From Contracts-Invoice to Receive:** if flagged, MD365 will not include the invoices relating to the allocations in the **"Vendor-Invoice to Receive"** report;
- **Check Posting Invoice:** if flagged MD365, the allocations created by the release of the contract will not be set as billable.


CONTRACT CATEGORY | WORK DATE: 1/28/2021
✓SAVED
Search
+ New
Edit List
Delete
Show Attached
Open in Excel
[NAB: REVIEW]CODI...
[NAB: REVIEW]DESCRIZIONE
PERIOD INVOICE MGT.
PERIOD INVOICE
USE CONTR... DATE AS
EXCLU... FROM CONTR... -
CHECK POSTI... INVOICE
AUTO
Contratto auto
Setup
2M
TEL
Contratto telefonico
Default
1M

6.3 CONTRACT HEADER LIST

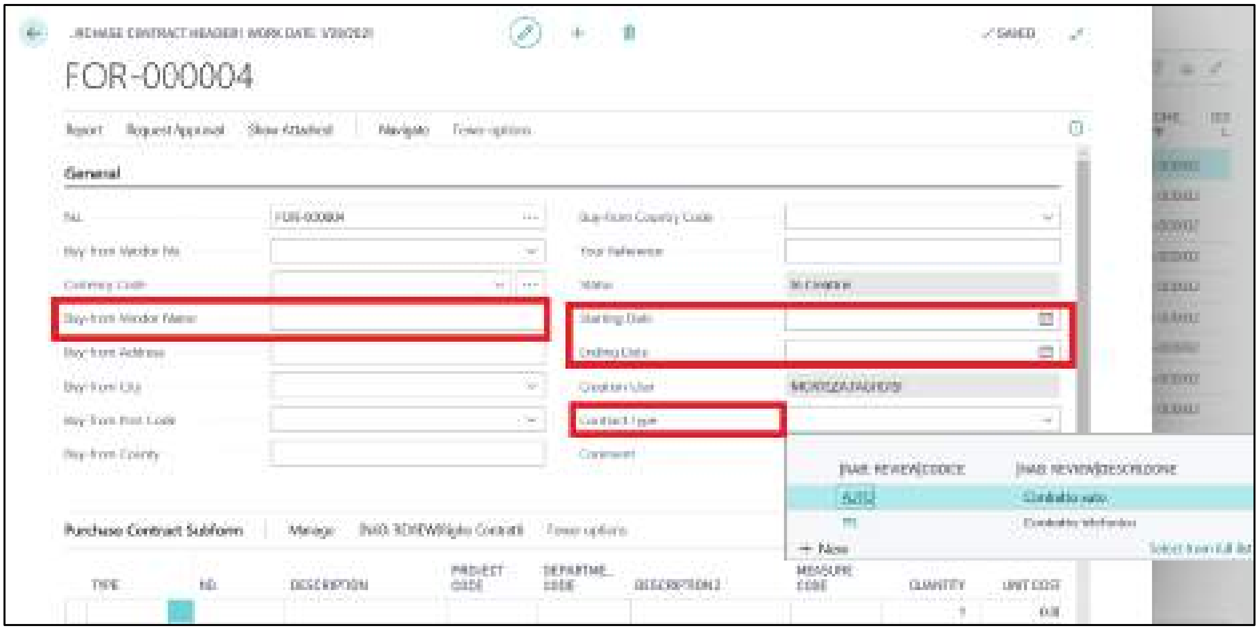
Once the contract category has been set, it is possible to create the purchase contract by selecting the icon, enter **"Contract Header List"** in the search bar; then choose the related link.



To create a new purchase contract:

- Select the **"New"**. A page similar to that of the purchase invoice will open;

In the **"General"** section:



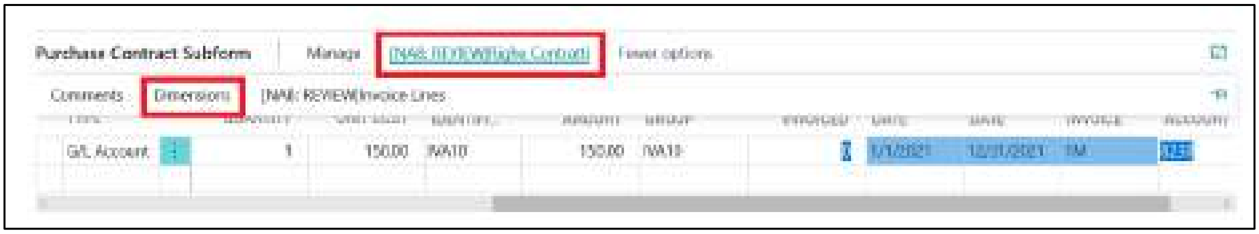
- Enter the **"Buy-from Vendor No."**, MD365 automatically will fill in all the information regarding the Vendor, acquiring it from the relative registry;

- **Starting Date / Ending Date**: Enter the start and end period of the purchase contract;
- **Contract Type:** Select the desired contract category.

In the **"Purchase Contract Subform."** fill in the line by entering Account type (Type) and Number (No.), any dimensions and the unit cost; the **"Starting/Ending Date**" and **"Period Invoice"** columns will be populated automatically if there are no errors.

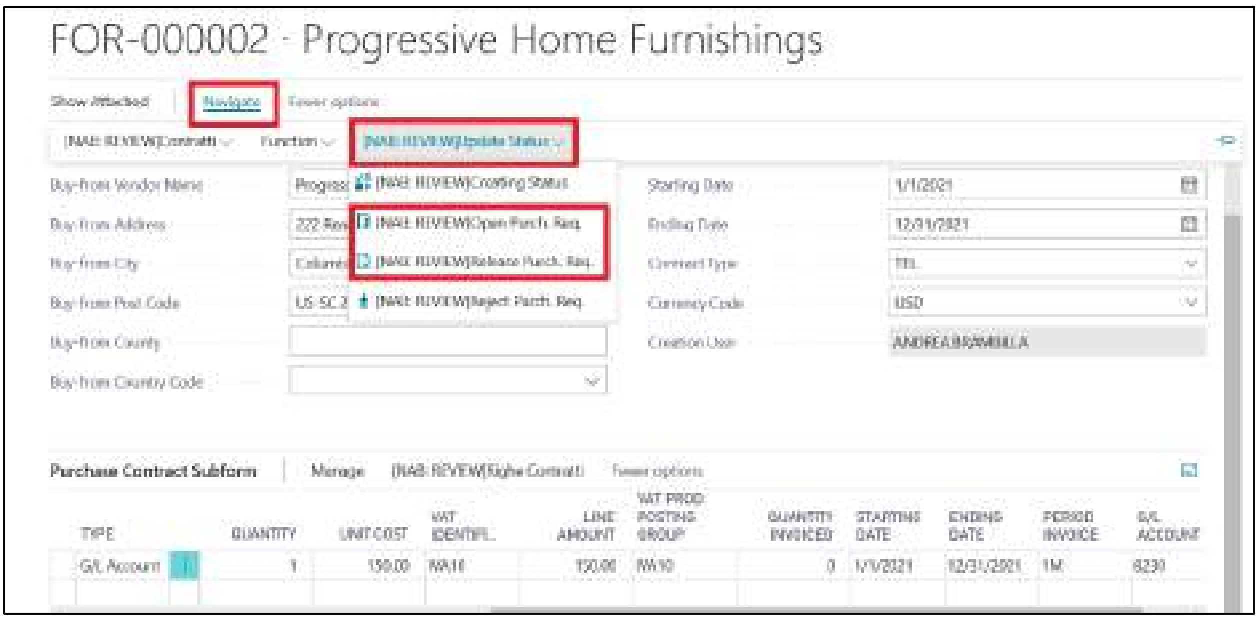
<u>N.B. In "Unit Cost" it is necessary to insert the monthly amount of the allocation, NOT the total amount of the contract.</u>

It is possible to assign dimensions to the purchase contract by selecting **"Righe Contratti"** and **"Dimensions"**;



By setting the Dimensions on the line, the allocations will acquire the specific attributes and not the default ones of the vendors.

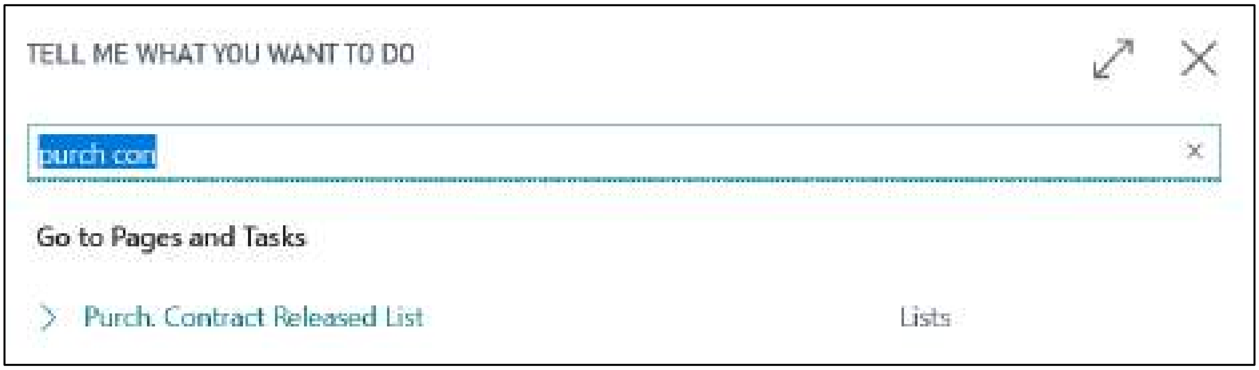
After completing the purchase contract, *select "More options" → "Update status" → "Open/Release Purch. Req."*



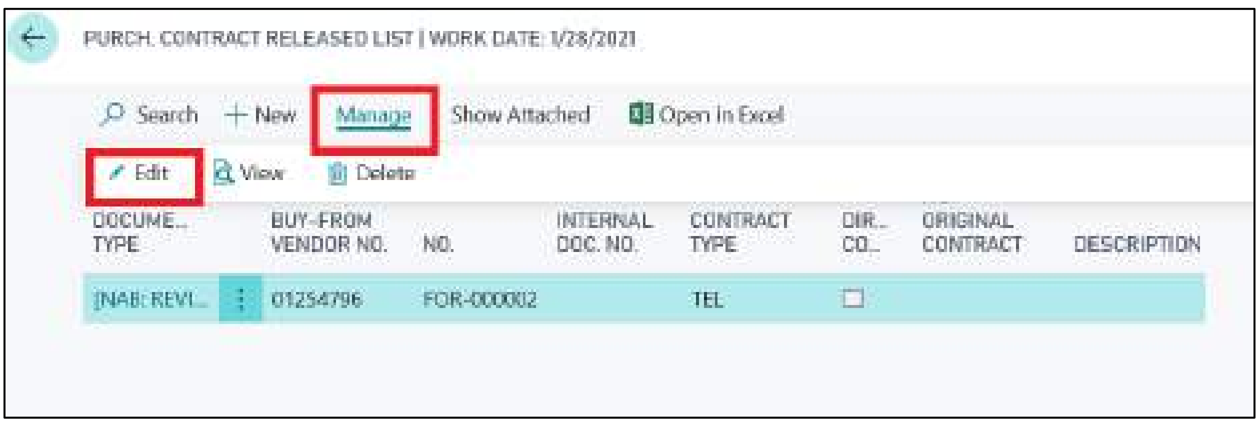
Releasing the purchase contract, it will no longer be visible in **"List of purchase contracts"**, but in **"Purchase Contract Released List"**.

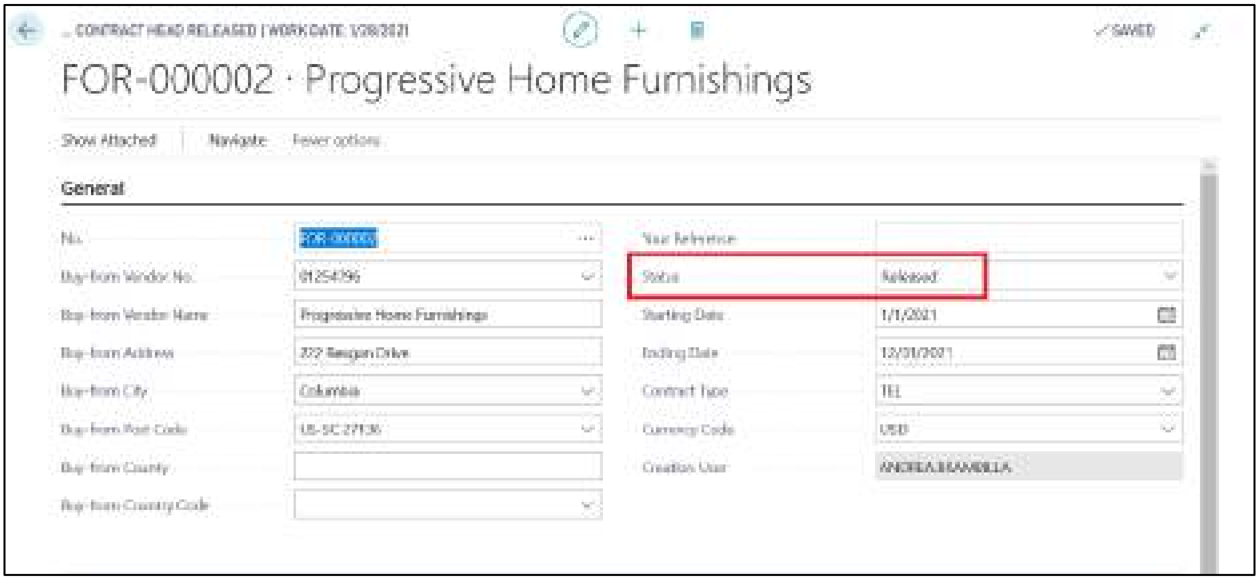
6.4 PURCHASE CONTRACT RELEASED LIST

It is possible to view the purchase contracts issued by selecting the icon , enter **"Purch. Contract Released List"** in the search bar; then choose the related link.

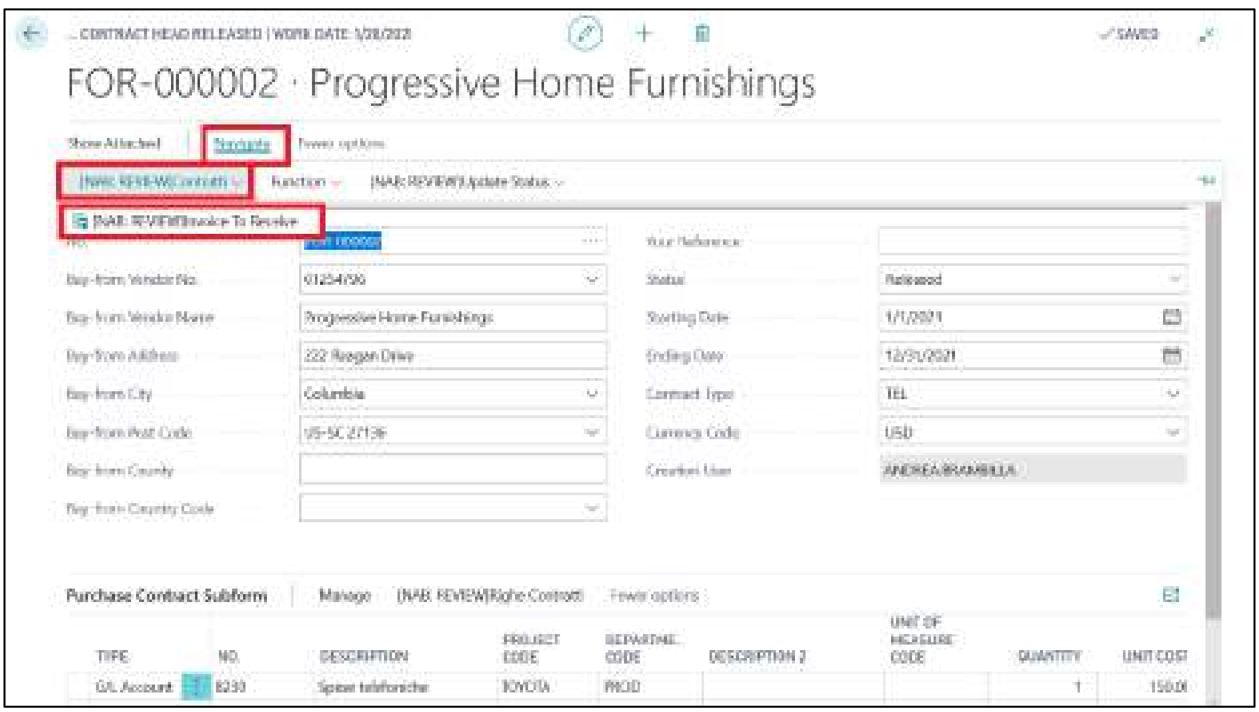


Selecting the purchase contract and clicking on **"Edit"** will display the contract with the status **"Released"**.

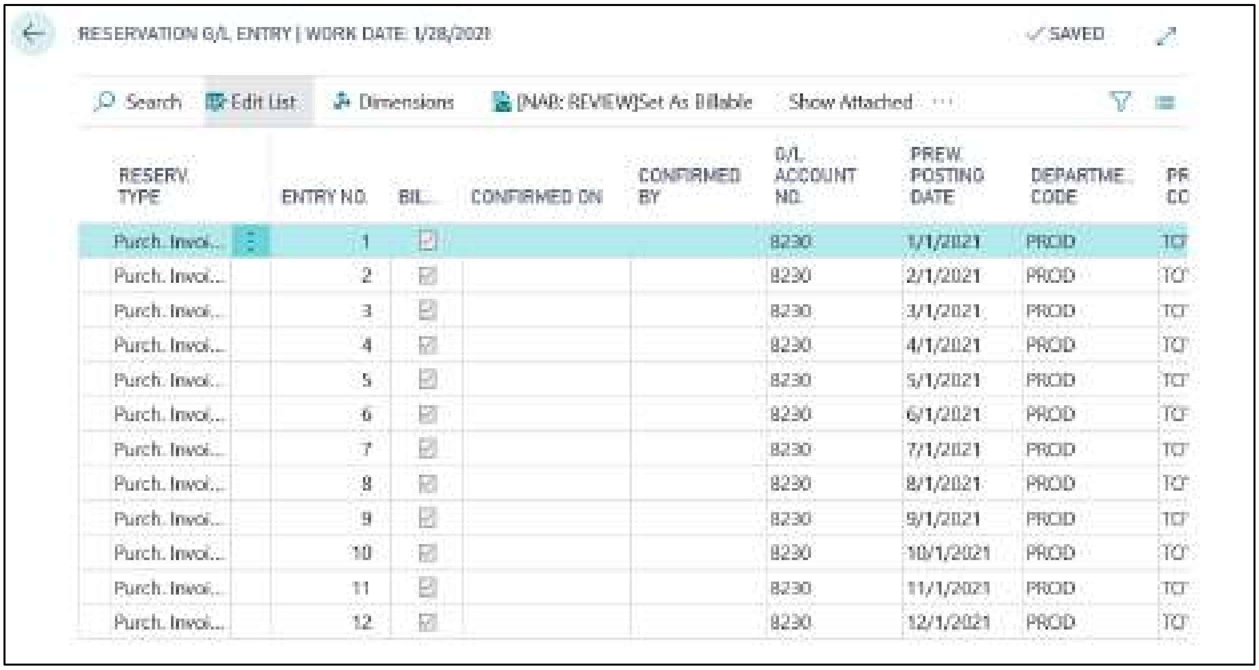




From the page **"Purchase Contract Released List"**, selecting *"Navigate"* → *"Contratti"* → *"Invoice to receive"* will open the **"Reservation Ledger Entry"** page. In this last, the entries of the allocation will be visualized, based on the starting/ending date of the contract and the invoice period.



VARPRIME
a vargroup company


RESERVATION G/L ENTRY | WORK DATE: 1/28/2021 ✓ SAVED

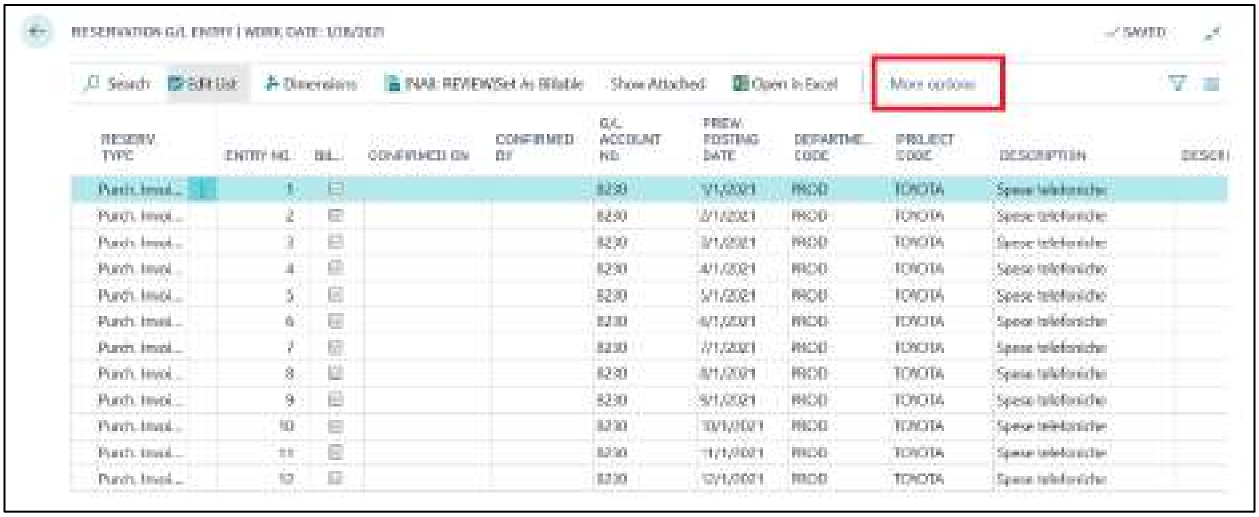
Search | Edit List | Dimensions | [NAB: REVIEW]Set As Billable | Show Attached

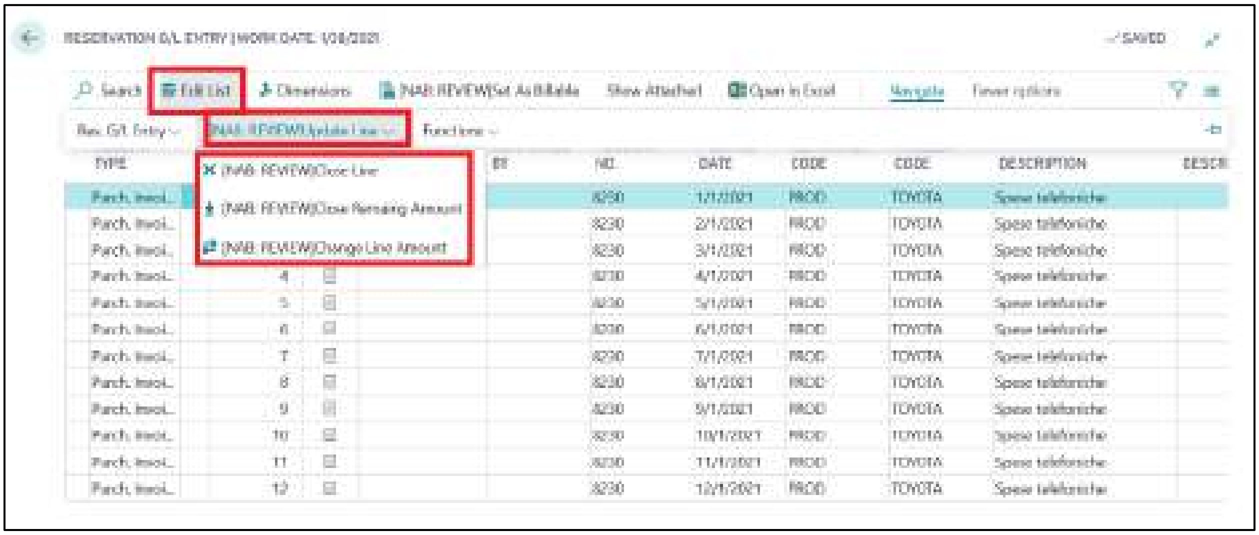
RESERV. TYPE	ENTRY NO.	BIL...	CONFIRMED ON	CONFIRMED BY	G/L ACCOUNT NO.	PREW. POSTING DATE	DEPARTME... CODE	PR CO
Purch. Invoi...	1	☑			8230	1/1/2021	PROD	TO
Purch. Invoi...	2	☑			8230	2/1/2021	PROD	TO
Purch. Invoi...	3	☑			8230	3/1/2021	PROD	TO
Purch. Invoi...	4	☑			8230	4/1/2021	PROD	TO
Purch. Invoi...	5	☑			8230	5/1/2021	PROD	TO
Purch. Invoi...	6	☑			8230	6/1/2021	PROD	TO
Purch. Invoi...	7	☑			8230	7/1/2021	PROD	TO
Purch. Invoi...	8	☑			8230	8/1/2021	PROD	TO
Purch. Invoi...	9	☑			8230	9/1/2021	PROD	TO
Purch. Invoi...	10	☑			8230	10/1/2021	PROD	TO
Purch. Invoi...	11	☑			8230	11/1/2021	PROD	TO
Purch. Invoi...	12	☑			8230	12/1/2021	PROD	TO

The **"NAVIGATE"** function will display the following functions:

UPDATE LINE:

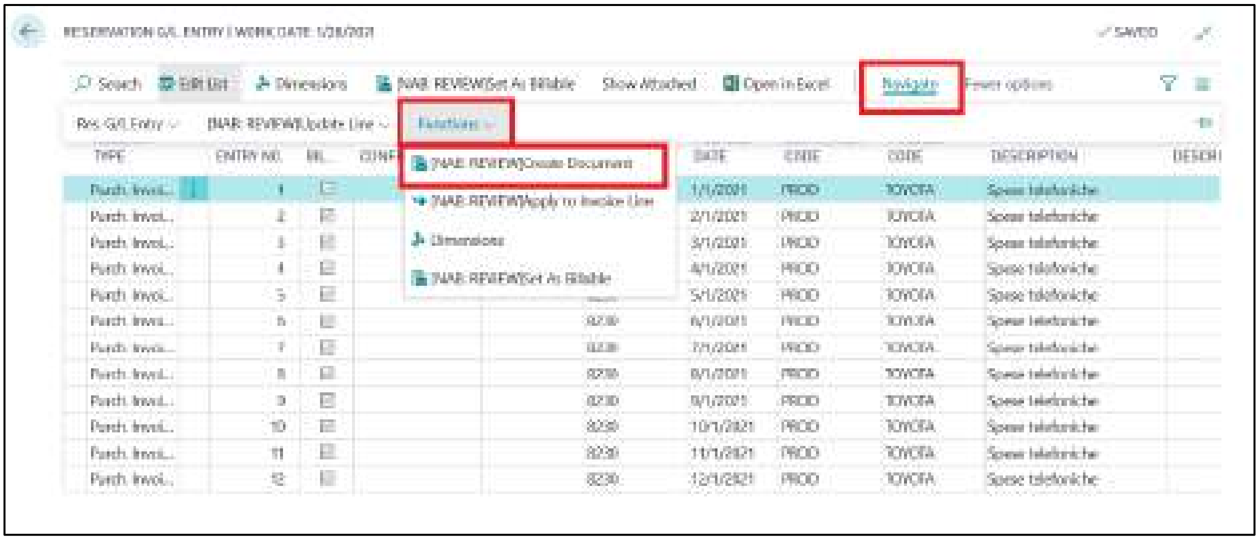
- **Close Line:** Selecting the item, the line can be canceled. Once the function has been performed, the word **“Eliminated”** will be displayed in the G/L Reservation in the Status field.
- **Close Remaining Amount:** Select the item to close the entry line. Once the function has been performed, the word **"Closed"** will appear in the G/L Reservation in the Status field.
- **Change Line Amount:** it is possible to change the amount of the single allocation by entering the new amount in the **"New amount"** column. By clicking **"Change line amount"**, the modified value will be displayed in the **"Amount"** column.





FUNCTIONS:

• **Create Document:** Select the item to create an invoice or credit memo. By opening the document it is then possible to post it as any other invoice or credit memo by entering the missing fields (For the invoice it is necessary to indicate the Nr. Vendor invoice, Activity code and Total invoice in **"General"** tab). Once it has been posted, in the reservation G/L entry in the Status field, the word **"Closed"** will be displayed.



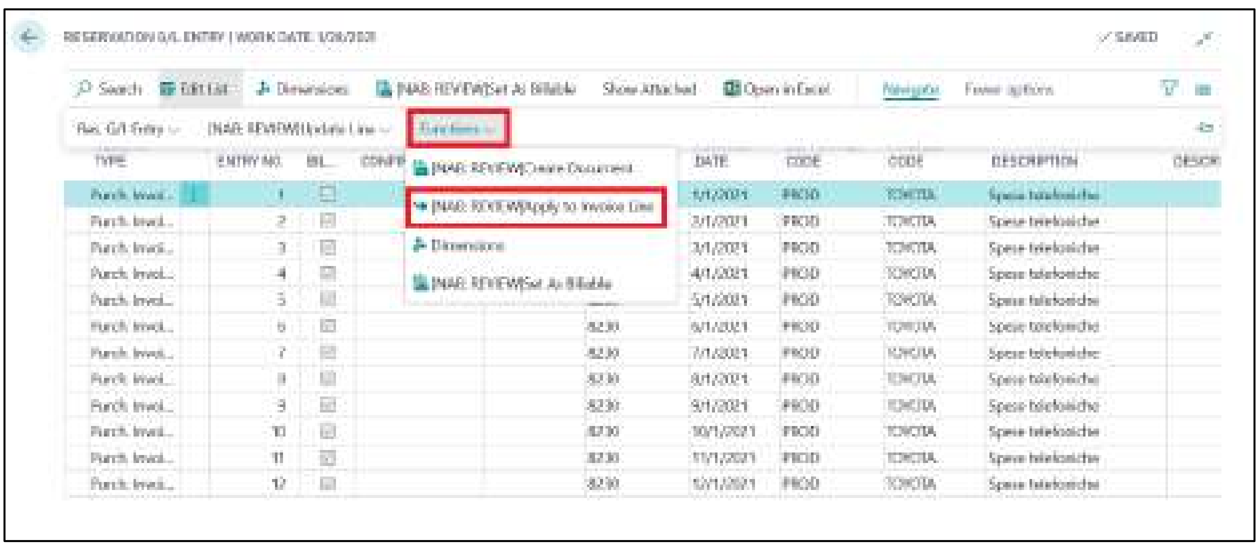
• **Apply to Invoice Line:** selecting this function will open a tab to be filled in the following way:

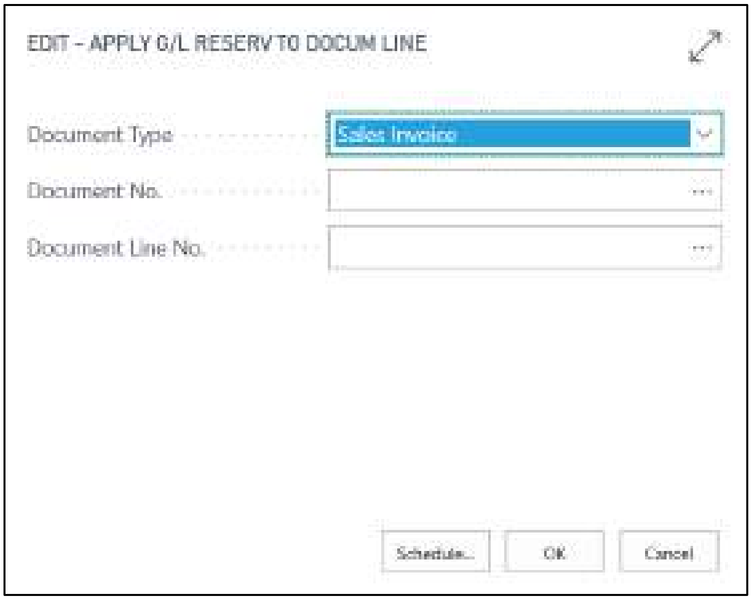
Account type: insert nature of the document;

Document No.: enter the document number;

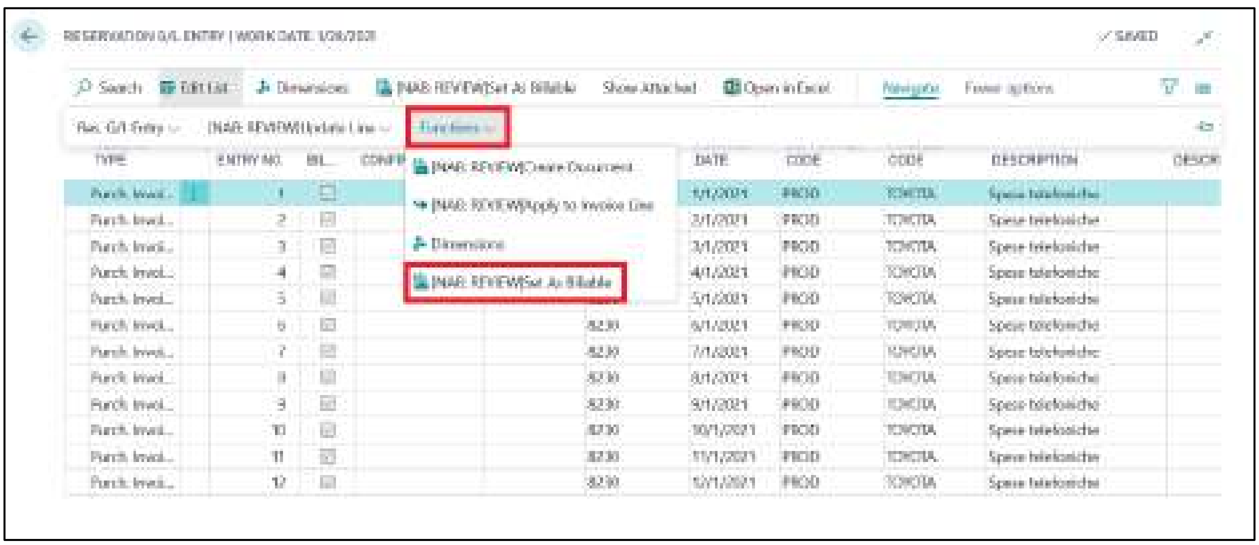
Document Line No.: enter the Document Line No. where to insert the document.

Once the fields are filled out, it will be possible to associate the selected line to the No. of Document line.



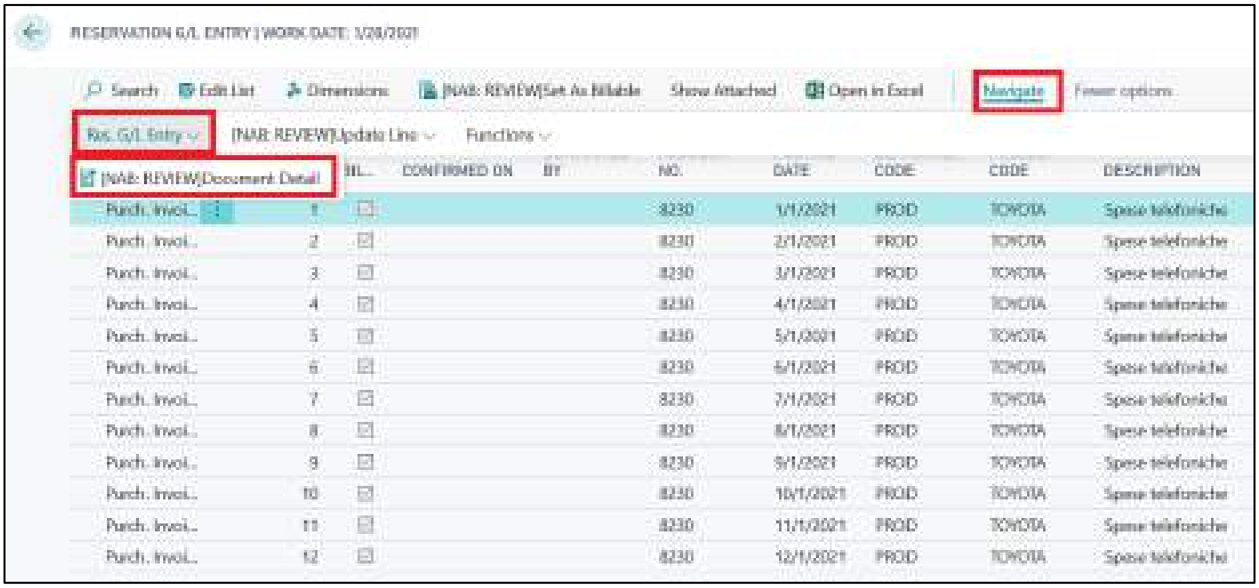


• **Set as billable:** if in **"Contract Categories"** the flag is set to **"Check Posting Invoice"**, using this function you can make the selected line billable.



INSTRUMENTS:

• **Document Details:** Selecting this function, it is possible to view the G/L reservation entries, which are already invoiced.



		BIL...	CONFIRMED ON	BY	NO.	DATE	CODE	CODE	DESCRIPTION
Purch. Invoi...	1	☑			8230	1/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi...	2	☑			8230	2/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi...	3	☑			8230	3/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi...	4	☑			8230	4/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi...	5	☑			8230	5/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi...	6	☑			8230	6/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi...	7	☑			8230	7/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi...	8	☑			8230	8/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi...	9	☑			8230	9/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi...	10	☑			8230	10/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi...	11	☑			8230	11/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi...	12	☑			8230	12/1/2021	PROD	TOYOTA	Spese telefoniche

7. COST DRIVING

Through the **"Cost Driving"** function it is possible to allocate the dimensions entered during the posting phase on multiple dimensions, based on different allocation criteria.

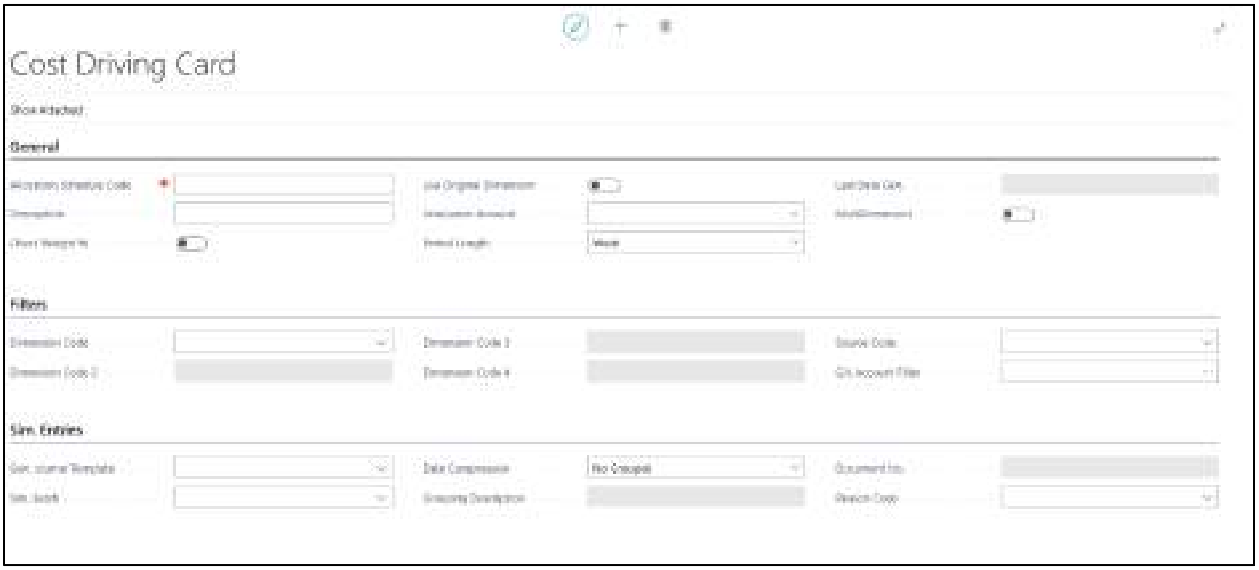
It is also possible to collectively manage a series of accounts and move the G/L entries from one dimension value to other values of the same dimension. The resulting entries will be inserted in the simulation batch which must then be posted manually.

7.1 Card insertion

To insert an allocation card, search in the search box for the **"Cost driving list"** function:

Clicking on **"Cost driving list"**, a page opens with the list of all the allocation cards created. It will be possible to create more than one allocation card / model.

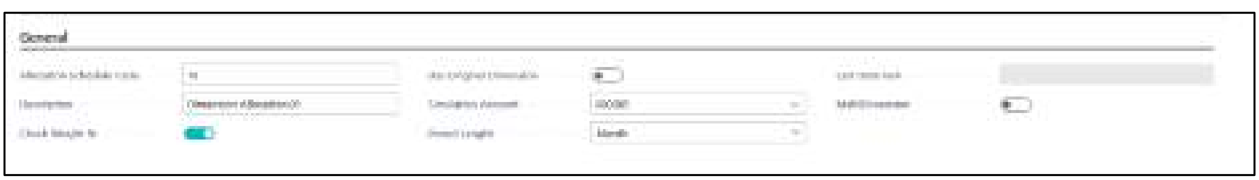
To create a new card, simply click on **"New".**



How to fill in the fields:

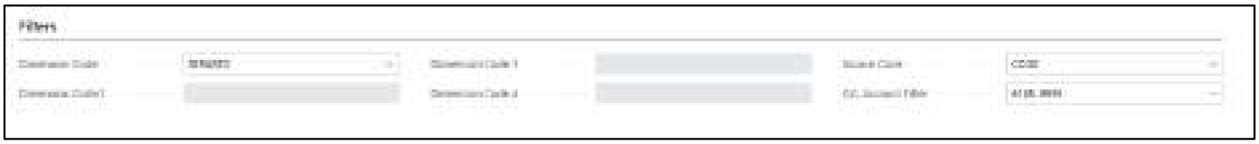
1) General:

- **Allocation schedule code:** insert an identification code that will be used to recall and recognize the created model;
- **Description:** it will be possible to add a description to better identify the model;
- **Check weight%**: if enabled, it allows activating a check when entering the allocation criteria;
- **Use original dimension:** to be enabled if you want the system to insert the generated entries using the dimensions present on the cost entries and not the account dimensions;
- **Simulation account:** enter any management account on which the simulated entries will be inserted;
- **Period Length:** it is the reference period on which the reallocation will be based. The options are:
  - Week;
  - Month;
  - Quarter
- **Last date Gen:** This field is not editable, because it will be automatically filled out after the reallocation. This field indicates the latest generation date of the reallocation entries.
- **Multi-dimension:** to be activated if you want to manage multiple dimensions.



2) Filters:

- **Dimension Code:** Enter the dimension on which the entire reallocation model is based;
- **Dimension Code 2..4 :** These fields cannot be edited unless the **"Multidimensional"** field is also activated. If the field is active, the other dimensions must be entered for the reallocation;
- **Source code:** it is possible to assign a source code which then allows you to filter the G/L entries by the assigned code;
- **Accounts filter:** you can enter a single G/L account or a range of accounts.



3) Sim. Entries:

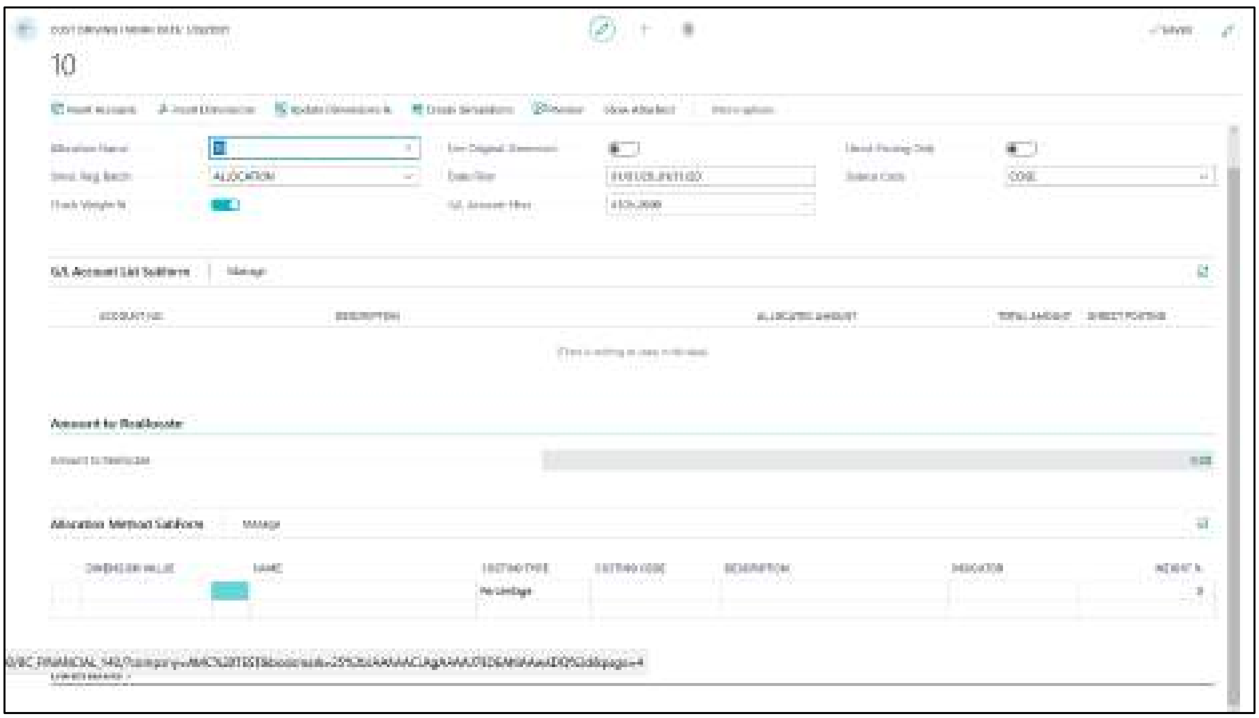
- **Gen. Journal Template:** enter the Simulation Journal Template;
- **Sim. Batch:** insert the simulated batch on which the entries will be created;
- **Reason Code:** it is possible to indicate a reason for the entries which then can be used to filter the entries;
- **Data compression:** it is possible to create reallocation entries for each accounting/simulated entry, or to group them on a daily or monthly basis;
- **Grouping Description and Document No.:** to be completed only if the compression has been set as daily and / or monthly, because the description and the number must be entered which will then be inserted on the generated entries.

7.2 Single Dimension Reallocation

In the **"cost driving list"**, it is necessary to select the interested card and then click on the **"card"** function:

A new page will open where the filters and the calculation criteria for the reallocation must be set.

In particular, the fields to be filled in are:



1) General:

- **Allocation Name:** this is the card code. It does not have to be filled in because it corresponds to the code of the card you have decided to open;
- **Simul. Reg. Batch:** it is the batch on which the entries will be created. It is the Batch chosen when creating the card, but it can be also changed;
- **Check weight%:** field inherited at the time of card creation;
- **Use original Dimension:** This field is identical to the field when creating the card;
- **Date filter:** insert the date filter you want to analyze;
- **G/L account filter:** This field is identical to the field when creating the card;
- **Source code:** This field is identical to the field when creating the card;

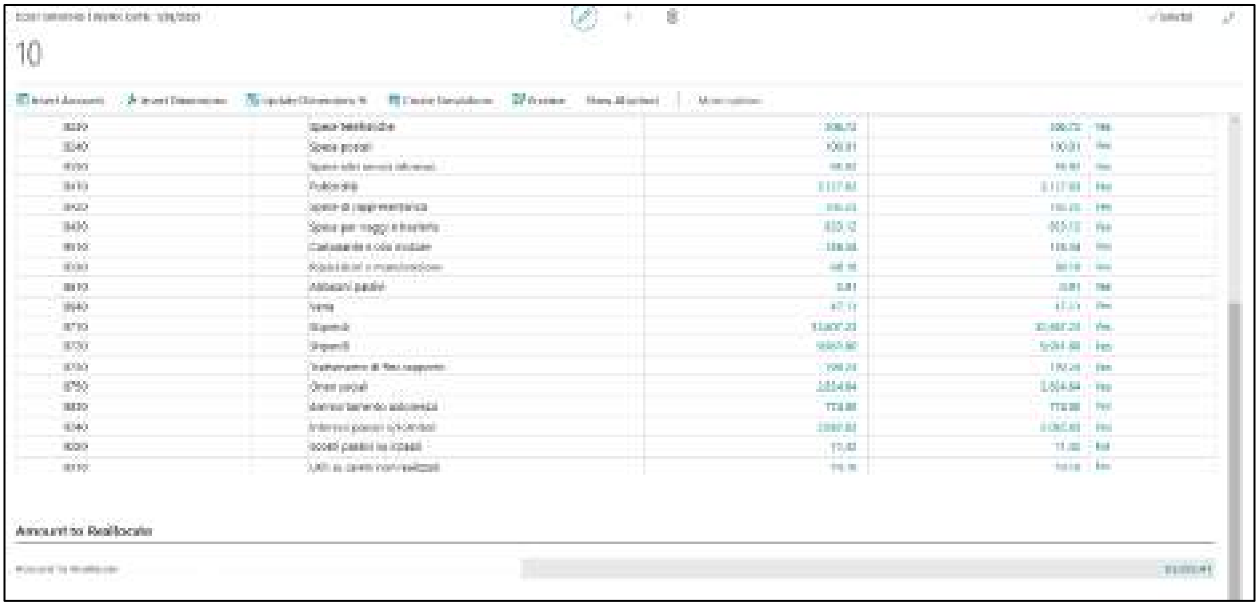
- **Direct Posing only:** if activated, it will only take the G/L accounts that have the direct posting flag within the chart of accounts.

2) Dimensions:

- **Dimension code:** This field is identical to the field when creating the card, and can be modified;
- **Dimension value:** enter the dimension you want to distribute;
- **Statistical index code:** indicate the model of the criteria for the allocation;

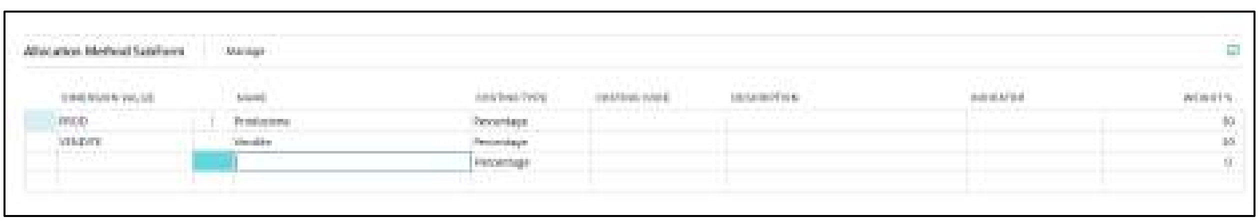
After inserting the accounts in **"date filter"** and the dimension in **"dimension value"** it will be necessary to click on **"insert accounts"** function:

This will automatically fill out the list of accounts with the amount that will be reallocated:



Below you will need to click on **"Insert Dimensions"** to fill out the **"allocation method subform"**.

In fact, in the allocation subform, the dimensions of reallocation will be inserted. This subform must be completed indicating the costing type and the weight.



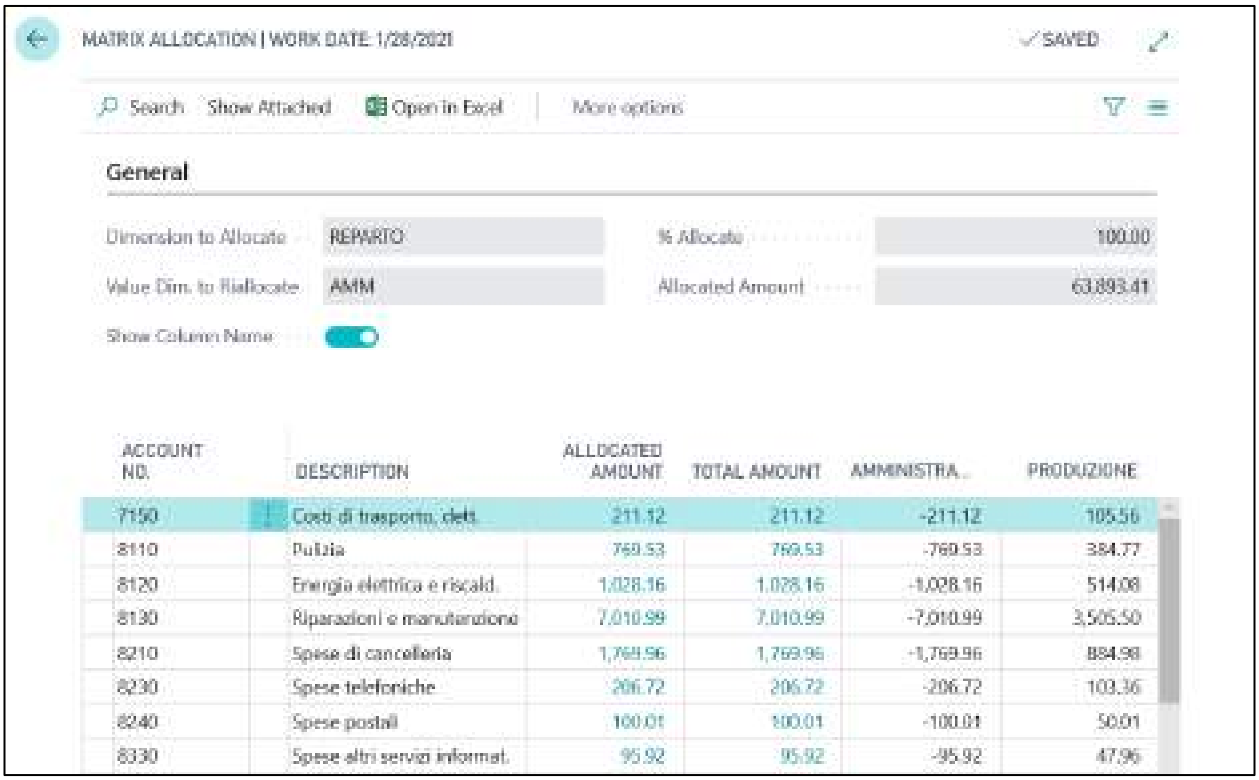
If you choose **"Percentage"** as the costing type, simply fill out the **"Weight%"** field with the percentage of allocation.

N.B: if the **"Check Weight %"** flag has been activated, the total percentages must be 100.

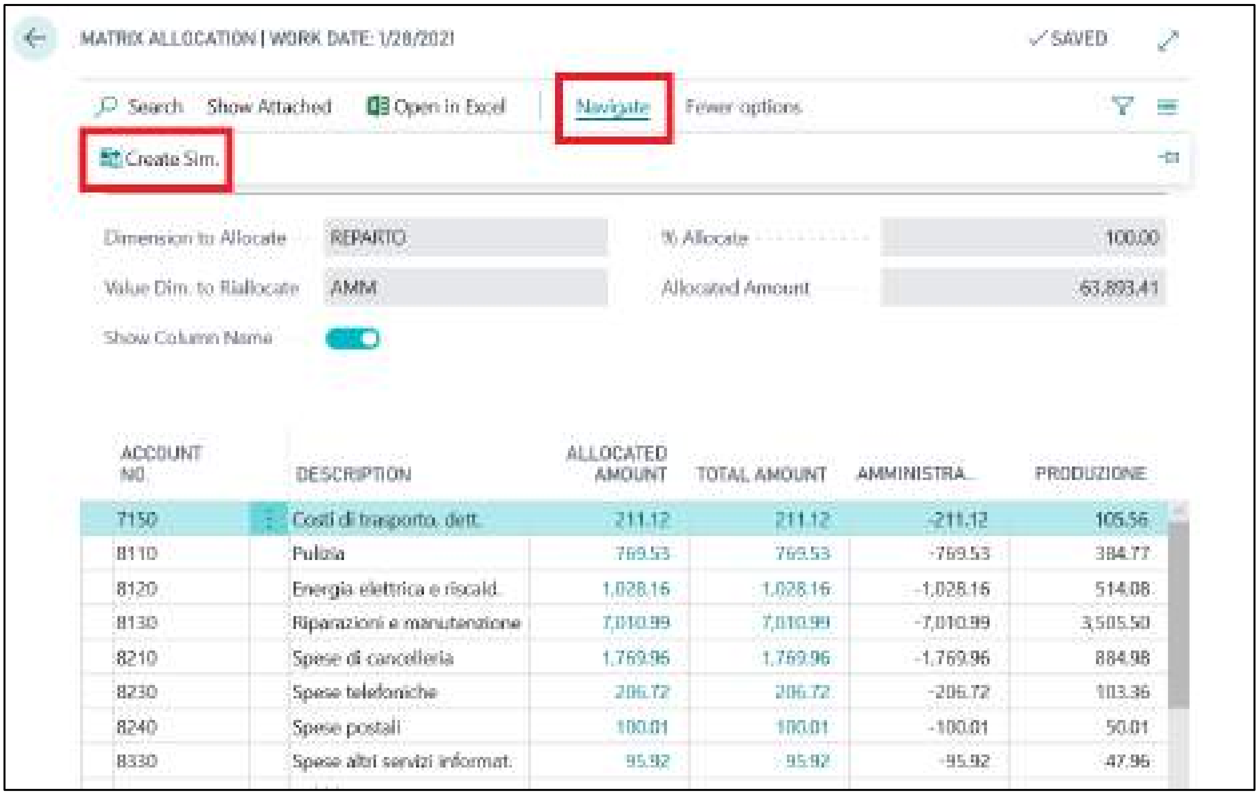
If, on the other hand, the costing type **"Statistical index"** is chosen, the costing code must be filled out, which recalls a statistical index model that can be created at the moment (or it might be previously created). (paragraph 7.4)

After setting the statistical indexes and / or the percentages, it is possible to preview the entries that will be generated.

With the **"Preview"** function it is possible to view the reallocation matrix and possibly export it to excel through the **"Open in Excel"** function or directly create the simulated entries by going to "view options -> navigate -> create sim.".

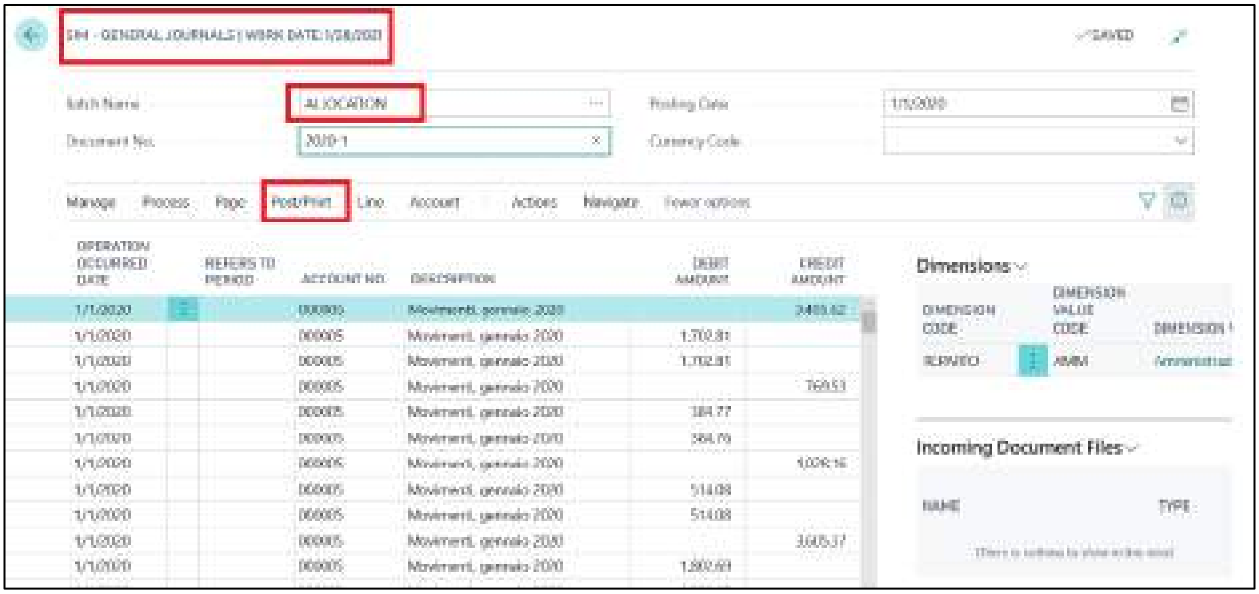


Simulated entries can be created directly from the reallocation matrix. Following the path described above, or from the tab, clicking on **"Create Sim"**.



In order to post the simulated entries generated by the specific function, you must go to the simulated entries page and recall the batch entered when the allocation card was created and recall the batch set in the setup in order to post the entries.

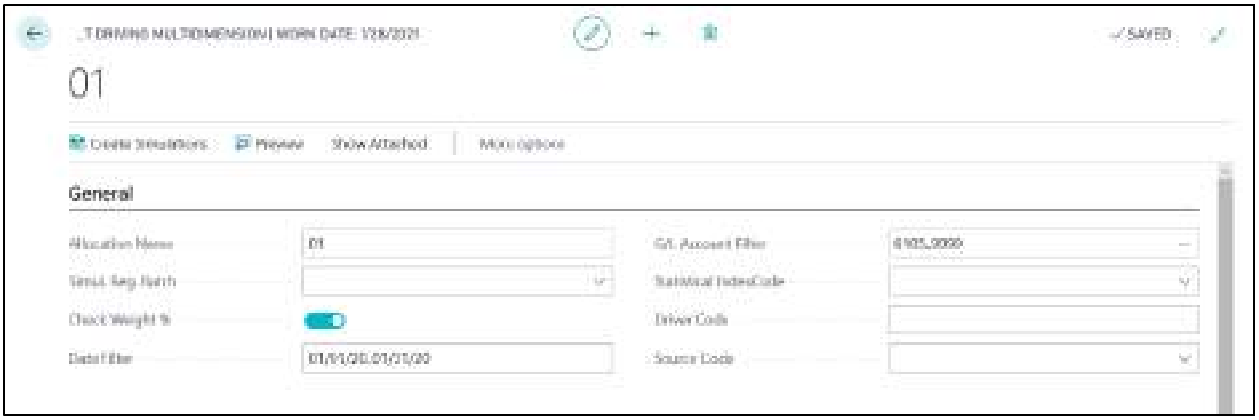
SIM- General Journal -> Batch name (e.g. Alloc)


SM - GENERAL JOURNALS | WORK DATE: 1/28/2021
ALLOCATION
2020-1
Manage
Process
Page
Post/Print
Line
Account
Actions
Navigate
Fewer options
OPERATION OCCURRED DATE
REFERS TO PERIOD
ACCOUNT NO.
DESCRIPTION
DEBIT AMOUNT
CREDIT AMOUNT
Dimensions
DIMENSION CODE
DIMENSION VALUE CODE
Incoming Document Files
NAME
TYPE

7.3 "Multidimensional" reallocation

Search through the search box **"cost driving list"** function and select the multidimensional card created previously.

In the **"general"** part, the **"date filter"** and **"account filter"** fields must be completed as for the reallocation of the single dimension.



The **"statistical index code"** and **"driver code"** fields must be completed only if the costing type is set to **"statistical index "**.

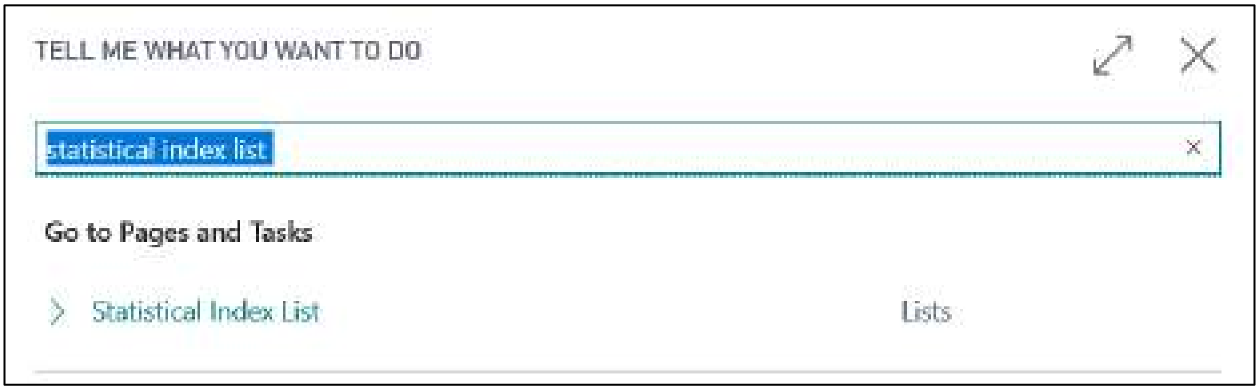
In the **"dimensions"** part, you can set the dimension code and dimension values that will be broken down. The **"Filter Type"** field whose options are **"OR"** and **"And"** indicates whether the entered dimensions must coexist on the entries (“and”) or if only one dimension (“or”) should be inserted.

After filling in these fields, click on **"insert accounts"** and **"insert dimensions"** as for the reallocation of a single dimension.

In this way it will be possible to indicate the costing type and its weight, and then launch the preview and the generation of the entries.

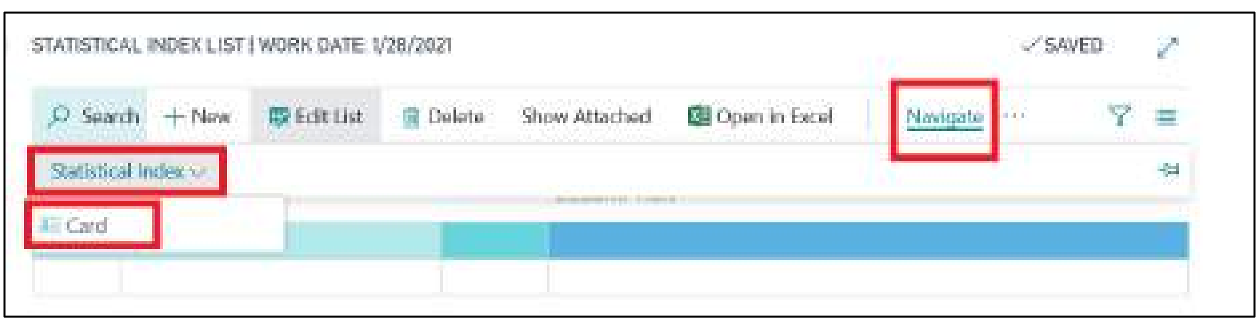
7.4 Costing type

To create the driver model, search **"Statistical indexes"** in the search box.

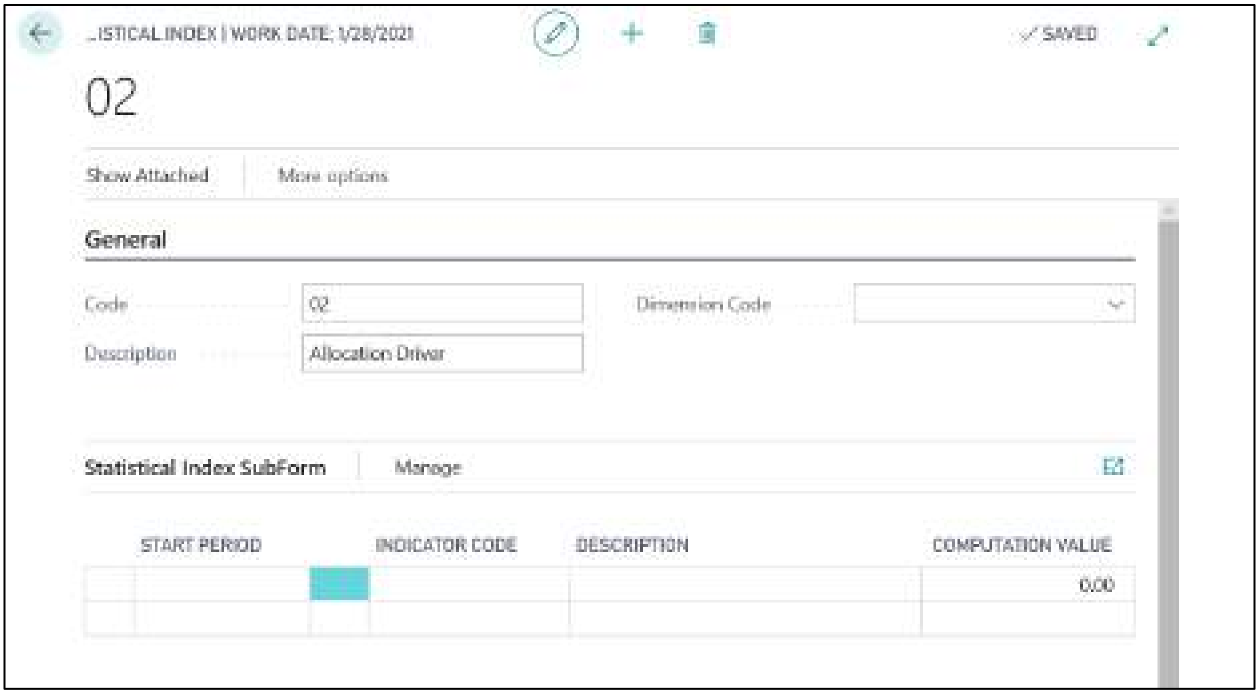


A page will open with the list of all previously created models. To create a new one just click on **"New"**

Then a code and the relative description must be entered and then click on Navigate -> Statistical indexes -> Card



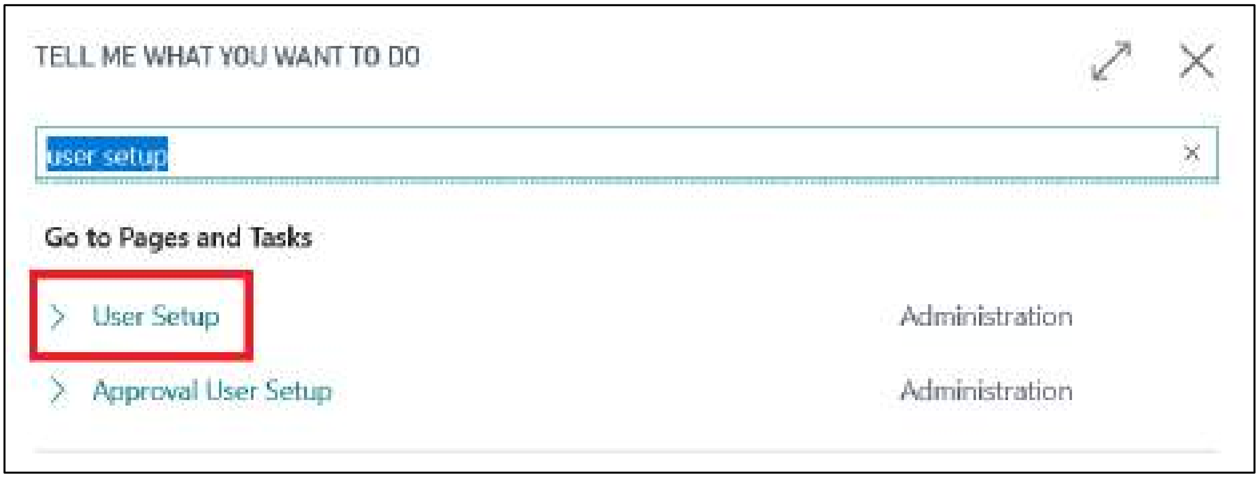
This opens the tab where you can set the statistical indexes and dimensions.


..ISTICAL INDEX | WORK DATE: 1/28/2021
✓ SAVED
02
Show Attached
More options
General
Code
02
Dimension Code
Description
Allocation Driver
Statistical Index SubForm
Manage
START PERIOD
INDICATOR CODE
DESCRIPTION
COMPUTATION VALUE
0,00

8. PURCHASE REQUESTS

Before having access to the purchase request list, it is necessary to configure the model and set users for correct operation.

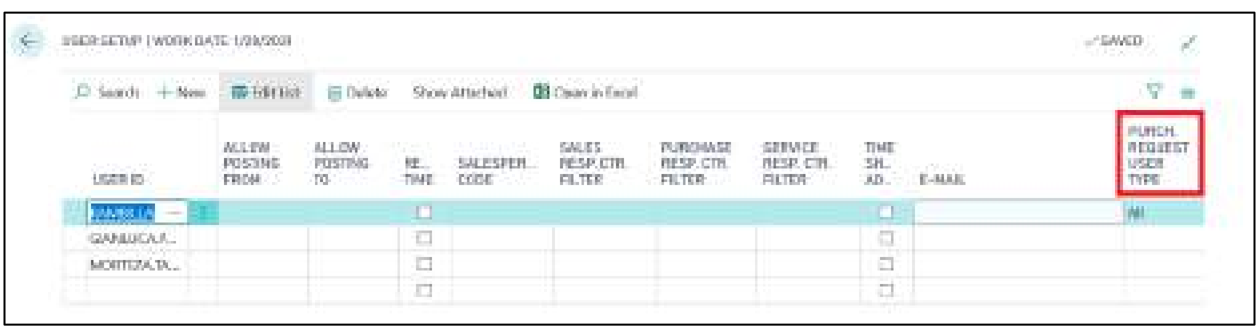
Use the search function to access the **"User Setup"** page and configure users.



After entering the users, fill in the **"Purch. Request User Type. "**, as each user may have different permissions.

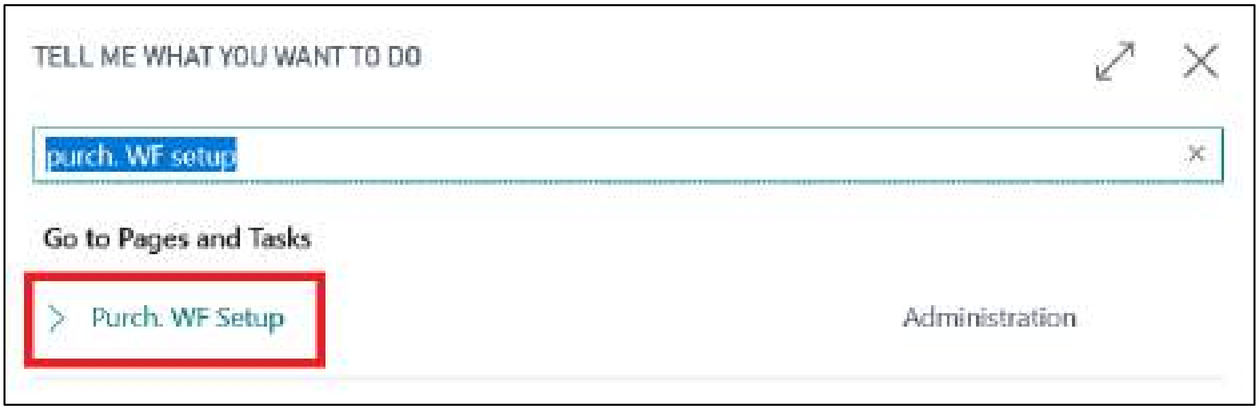
The options present for that field are:

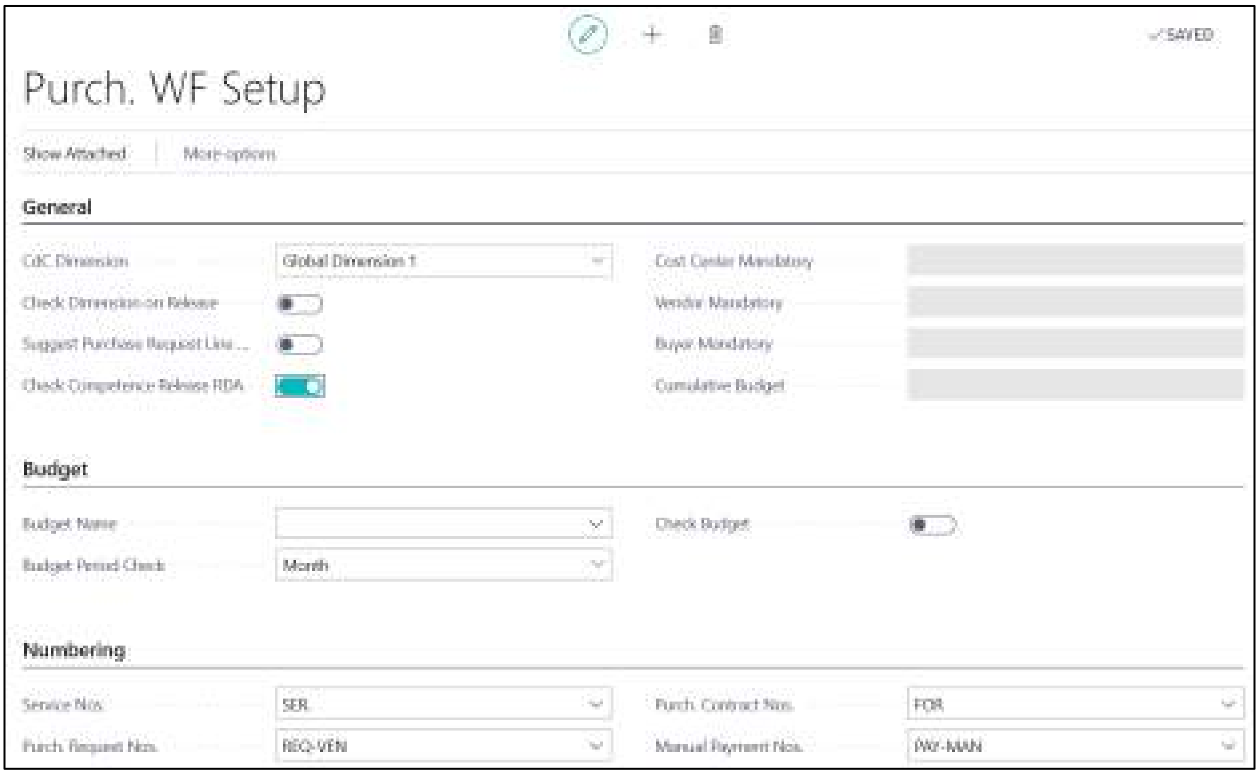
- Users
- Purch. Admin.
- Release Resp.
- Budget Resp.
- All
- Read only All



After setting the single user setup, the general setup for purchase requests must also be set.

Use the search function to access the **"Purch. WF Setup"** page.





In general:

- **Cdc dimension:** choose between global dimension 1 or global dimension 2;
- **Check dimensions on release:** to be activated if the associated dimension is to be checked when the purchase request is released;
- **Check Competence release RDA:** to be activated if you want to check the actual insertion of the accruals in the release phase;
- **Cost Center Mandatory:** to be activated if you want to set the cost center mandatory;

- **Vendor Mandatory:** to be activated if you want to set the vendor mandatory even during the release of the purchase request.

In Budget:

- **Budget name:** choose the budget on which you want to set the control when creating the purchase request;
- **Budget period Check:** choose the length of the period for the comparison of the budget, whether monthly, quarterly or annual;
- **Check Budget:** to be activated if you want to check the budget entered for that expense / CDC during the release and creation phase;
- **Cumulative budget:**

In Numbering:

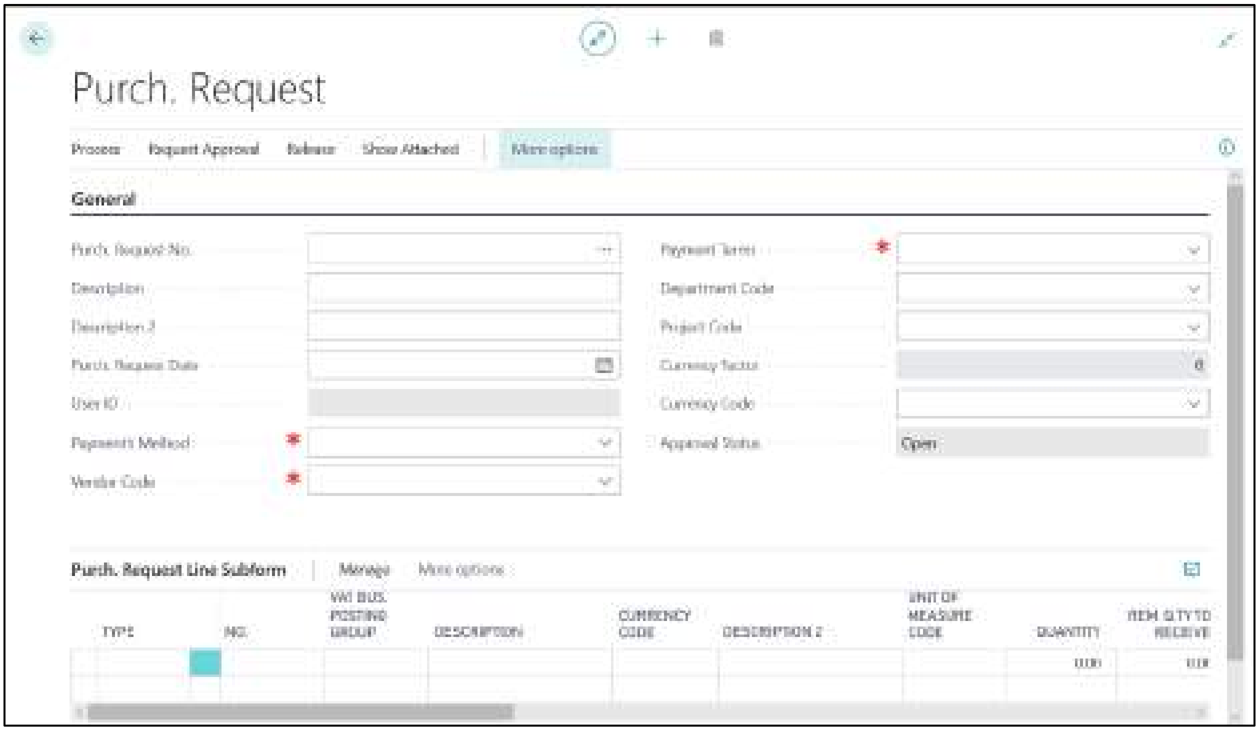
- **Service Nos:** enter the serial number for the services (see paragraph);
- **Nr. Purchase Nos:** enter the serial number for creating purchase requests;

8.1 Purchase request without approval workflow

Using the search tool, open the purchase request page, looking for **"Purch. req. List"**:

This opens the page where new purchase requests can be created, using the **"New"** function:

By clicking on new, this will open a form of the purchase request to be filled in:



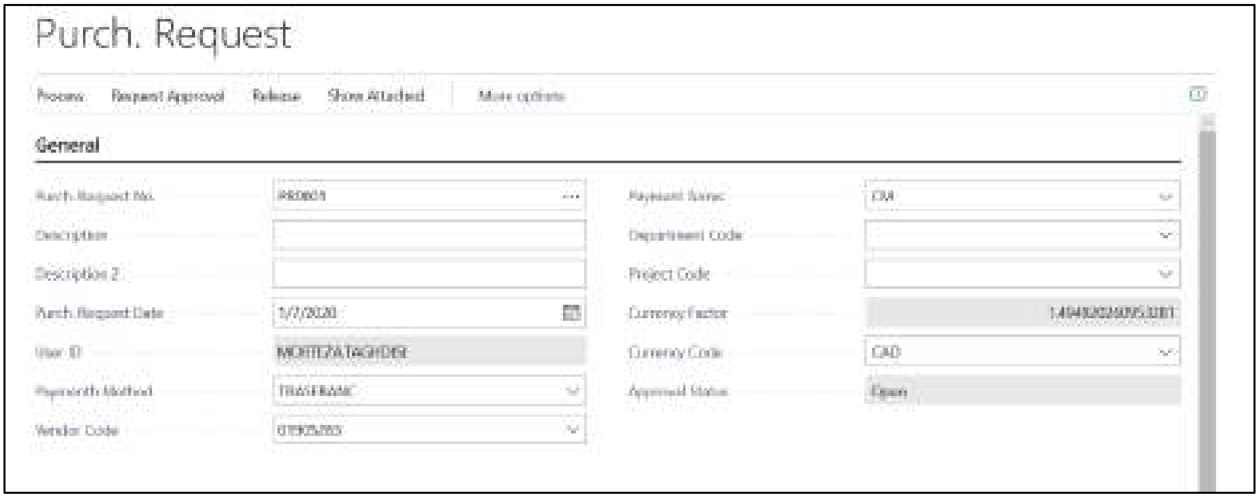
In general:

- **Purch. Request No .:** This field will be automatically populated if the serial number is set in the purchase cycle setup;
- **Description - Description 2:** to be completed;
- **Purch. Request Date:** to be completed;
- **User Id:** This field will be automatically populated with the name of the user who is entering the purchase request;
- **Payment method - Payment Terms:** they will be automatically populated following the insertion of the vendor;
- **Vendor Code:** Enter the vendor from whom you want to buy the goods / service.

N.B: it is possible to insert a purchase request even without the vendor code. Only after that, when creating the purchase order, that field becomes mandatory.

- **Dimension Code:** Enter the dimension / cost center value, it is important to fill it in if budget control has been set on that dimension;
- **Currency Factor:** it will be automatically populated following the insertion of the vendor;
- **Approval status:** indicates the status of the purchase request (open, released, approved).

For example:

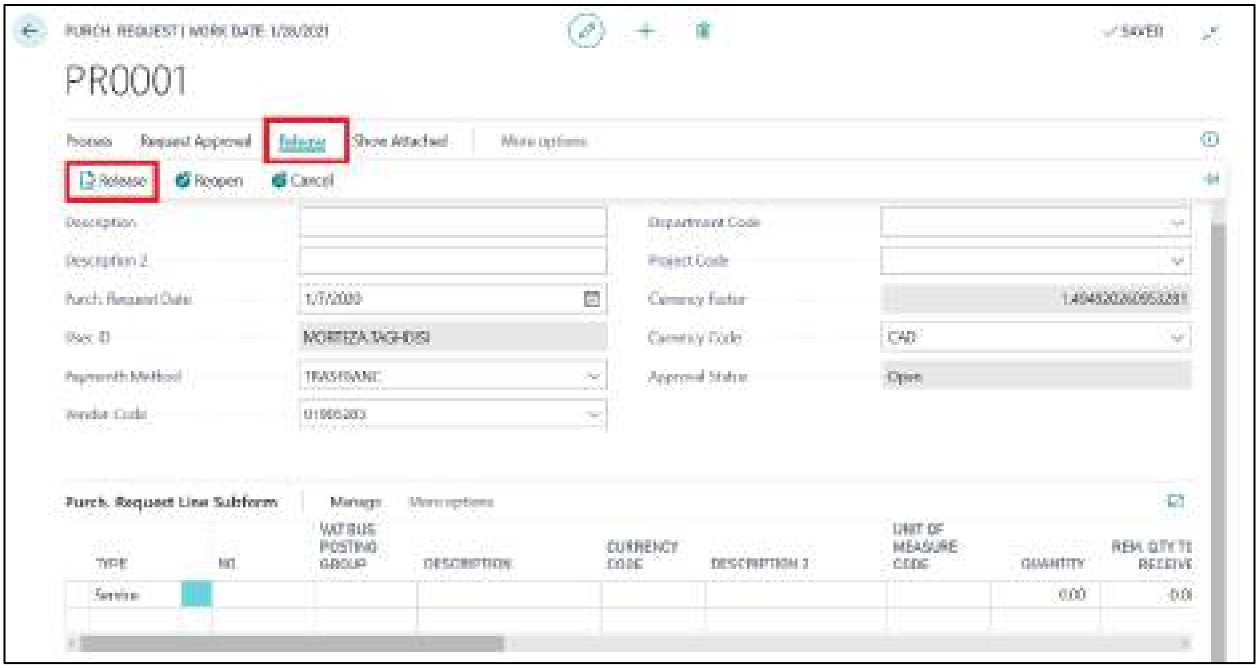


In Purch. Request Line Subform:

It must be completed as if it were a purchase order, only one new action has been added, in the **"Type"** field you can choose between:

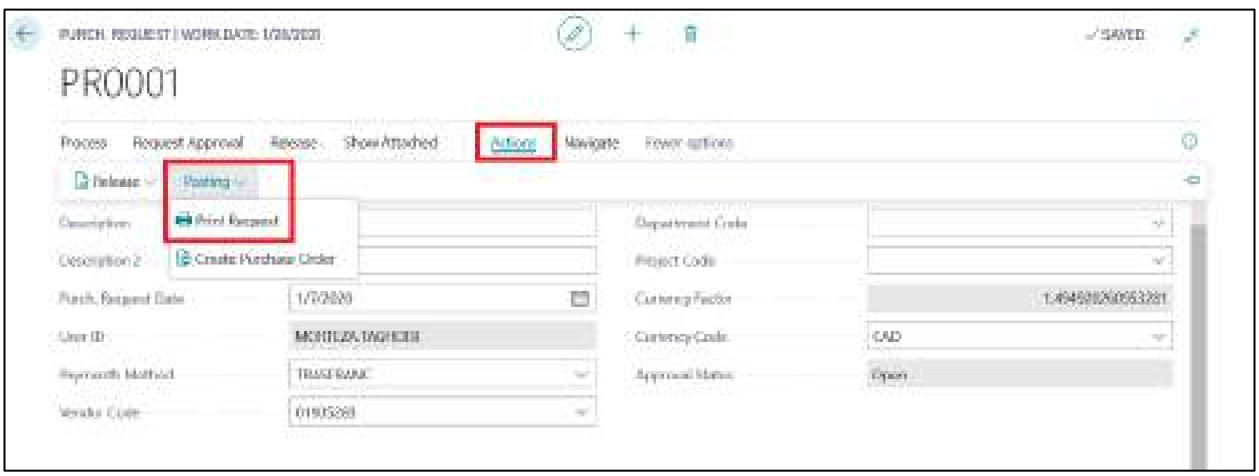
- C / G account;
- Article;
- Fixed Asset;
- Service; see the related paragraph

After correctly filling in the lines of the purchase request, it will be necessary to release it, through the appropriate function:

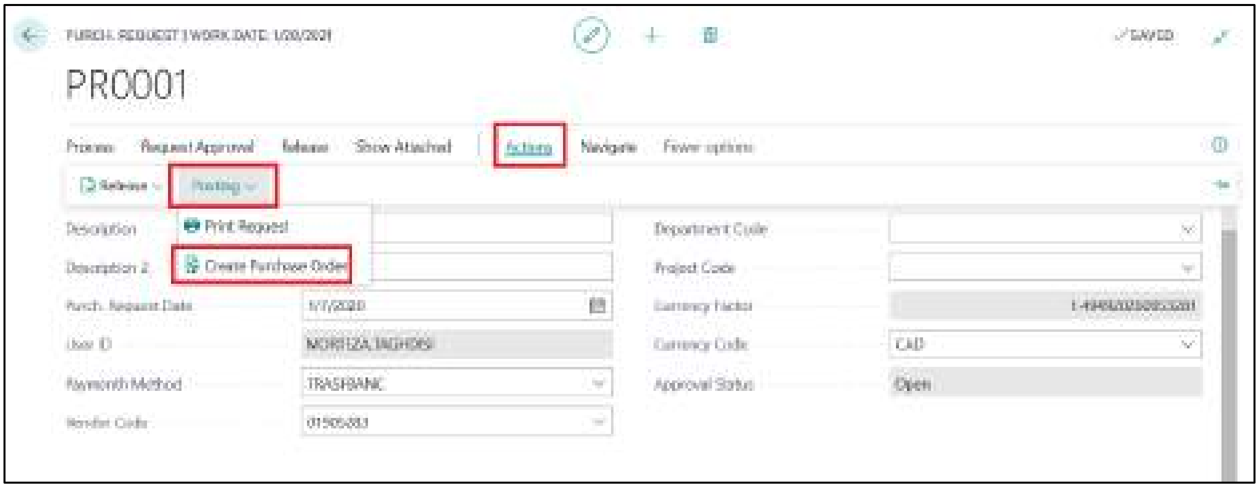


Following the release, it can be reopened for any changes or it will be possible:

1) Print the purchase request following the path: Actions -> Posting -> Print Request



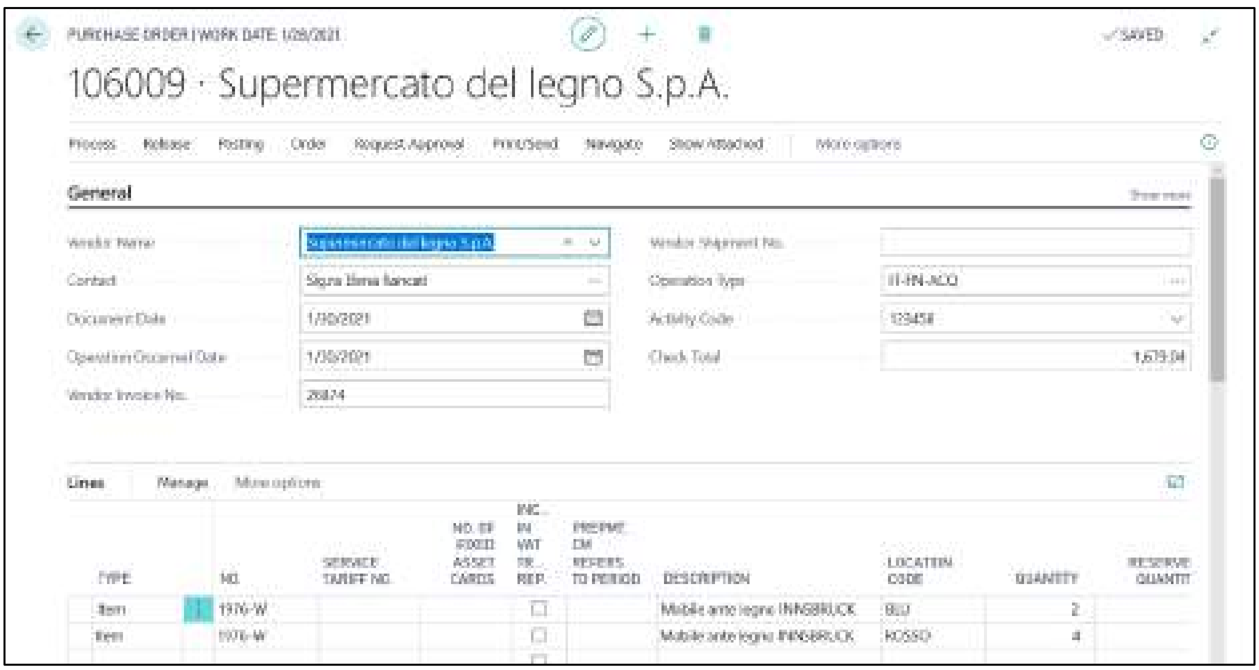
2) Create the purchase order by following the path: Actions -> Posting -> Create purchase order



After clicking on **"create purchase order"** the list of the serial number of the purchase orders will appear, just click on **"ok"**

This will open the purchase order form. You will proceed as a standard Business Central purchase order, you will be able to change the price, quantities and add additional lines.

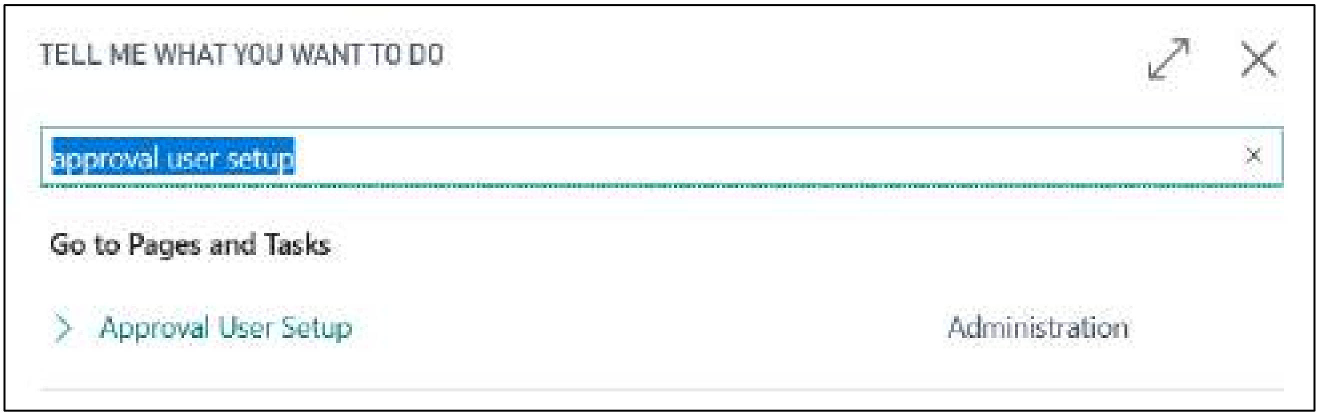
At the end, the order must be posted as a standard function (Receive, invoice or receive and invoice).



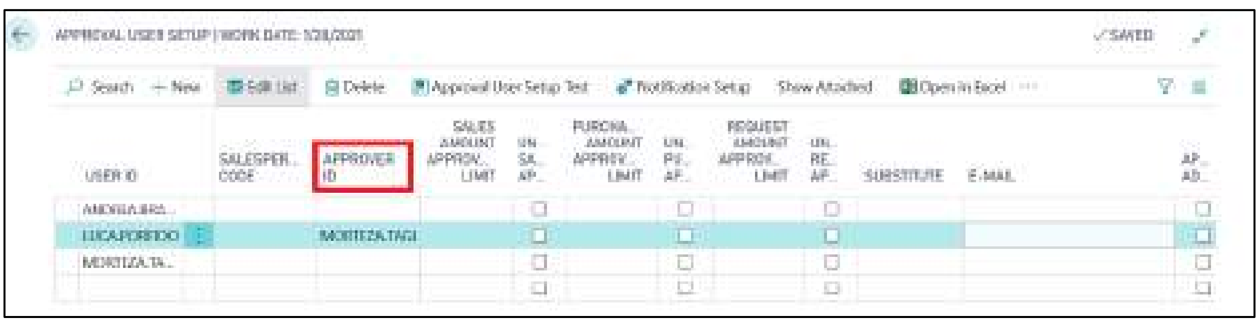
8.2 Purchase Request with approval workflow

8.2.1 Approval with direct approver

Before entering a new purchase request, it is necessary to set the relationship between the user and the direct manager for the approval of the purchase request. To configure this **"relationship"** you must call up the **"approval user setup"** page from the appropriate search function.

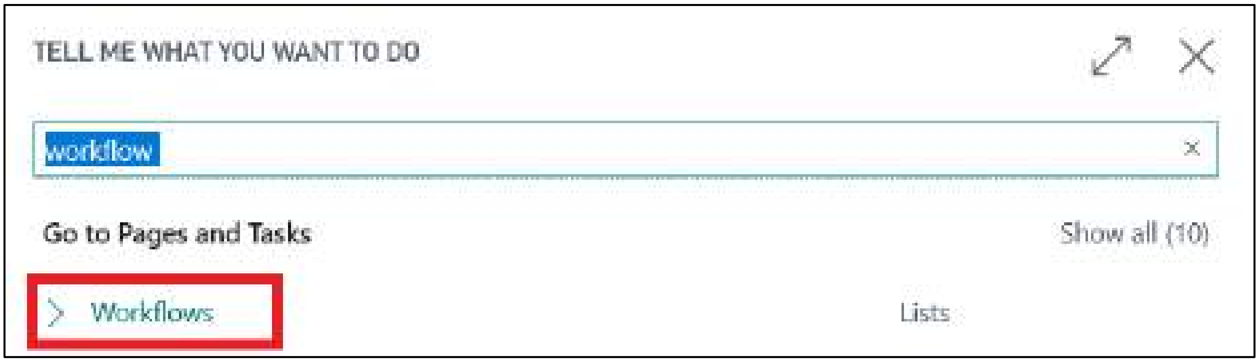


After opening the page, the **"Approver ID"** field must be filled in for the chosen user.

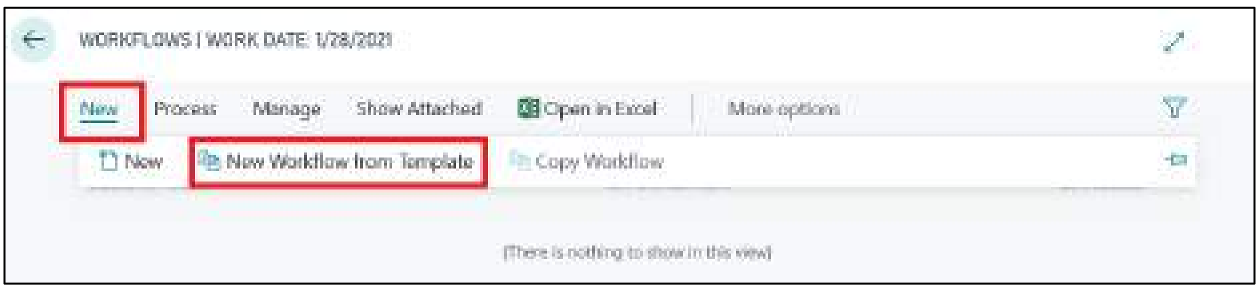


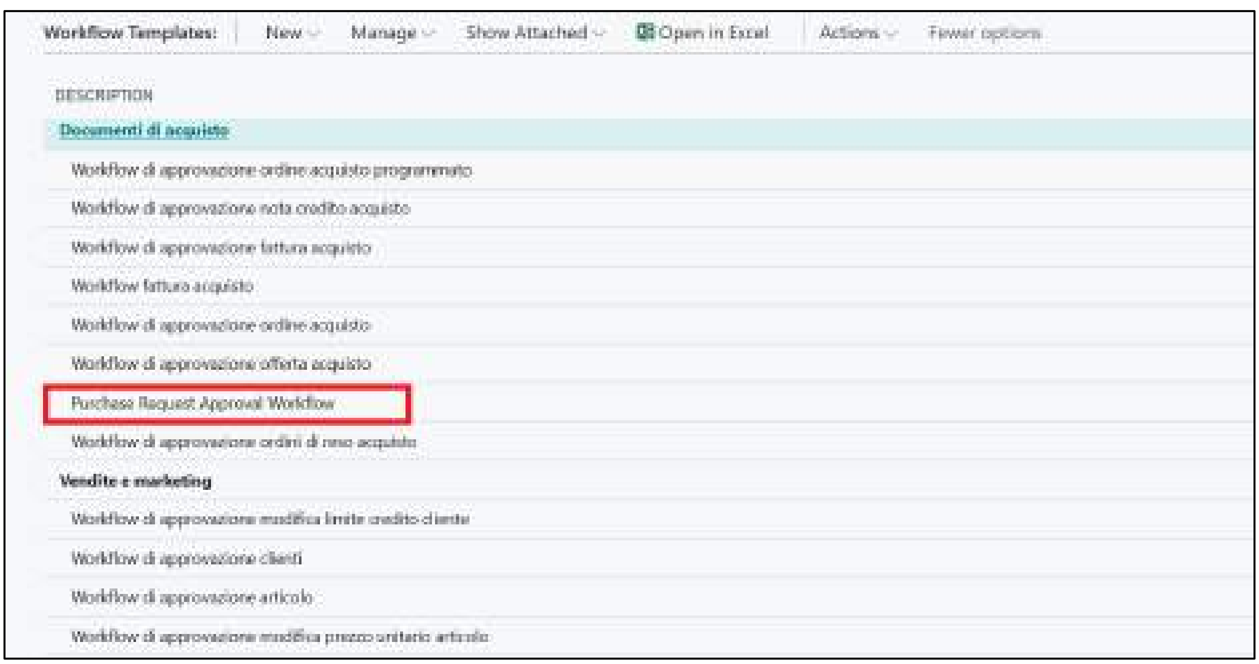
8.2.1.2 Workflow Creation - Direct Approver

Using the search function, call the **"Workflows"** page to create a new approval workflow.

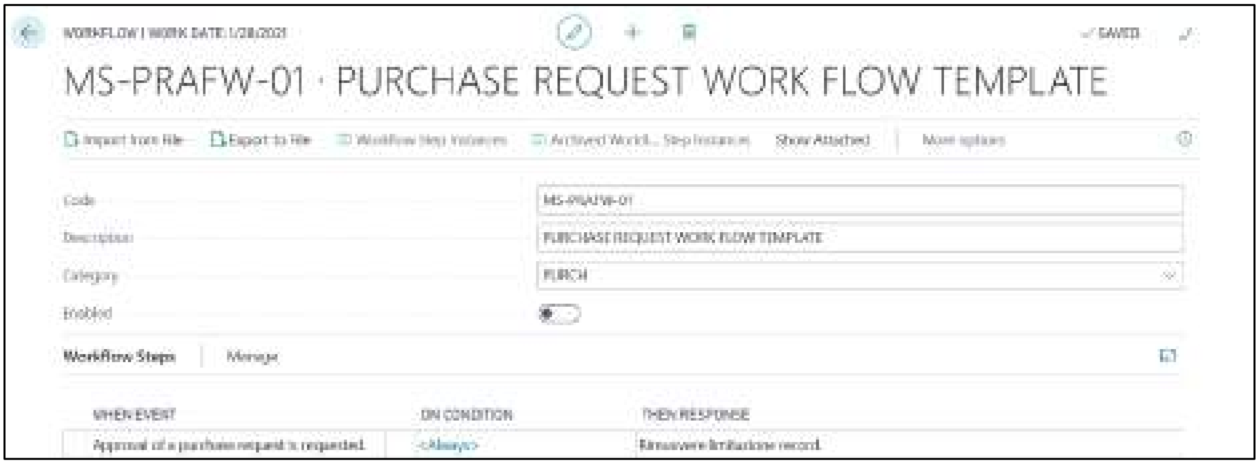


When opening the page, click on **"new"** and then use the **"New Workflow From Template"** function to recall the model of the purchase requests.



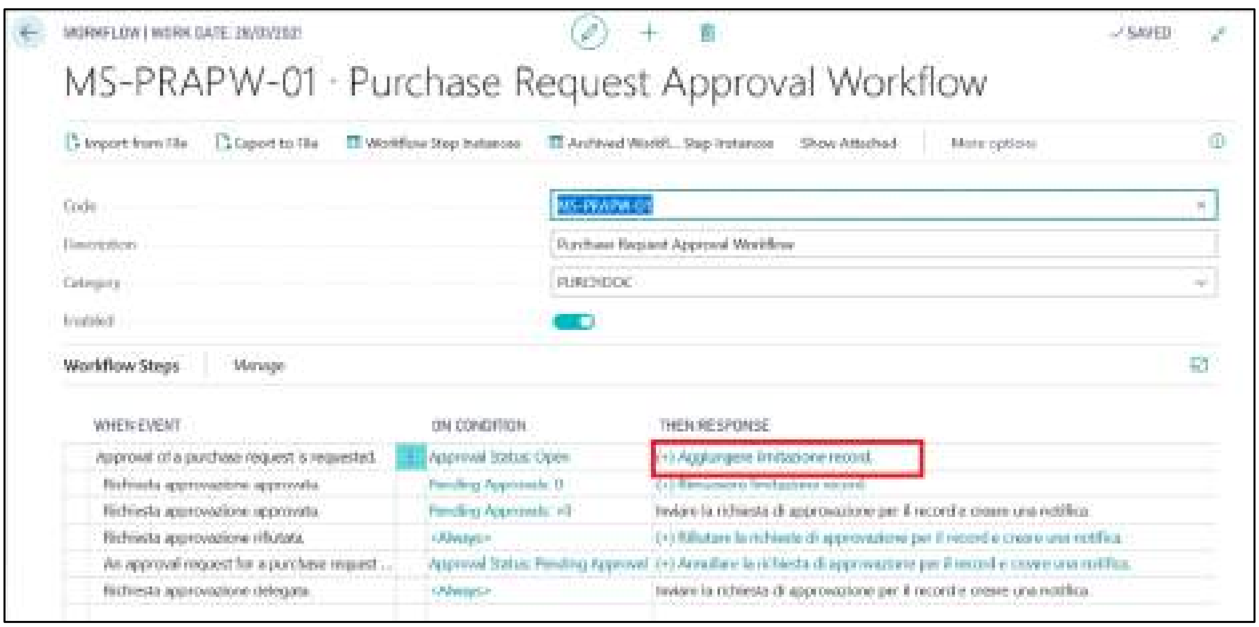


After selecting **"Purchase Request Approval Workflow"** the following screen will open:

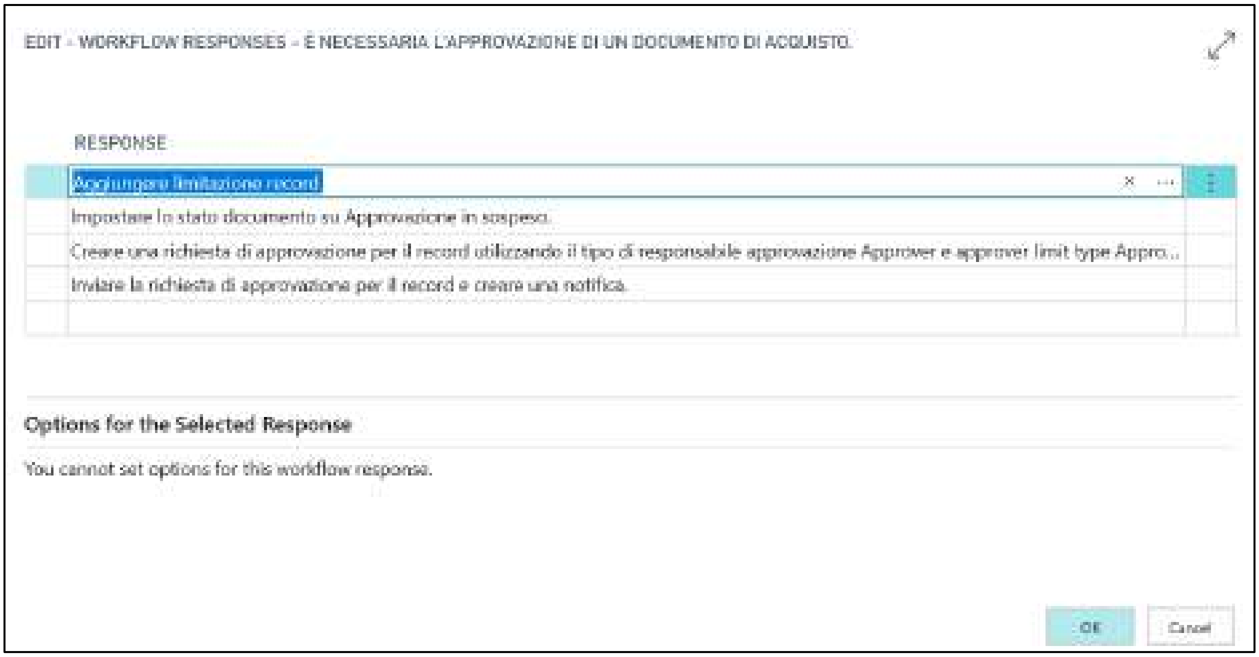


Before changing the workflow settings, the **"Enabled"** field must be disabled.

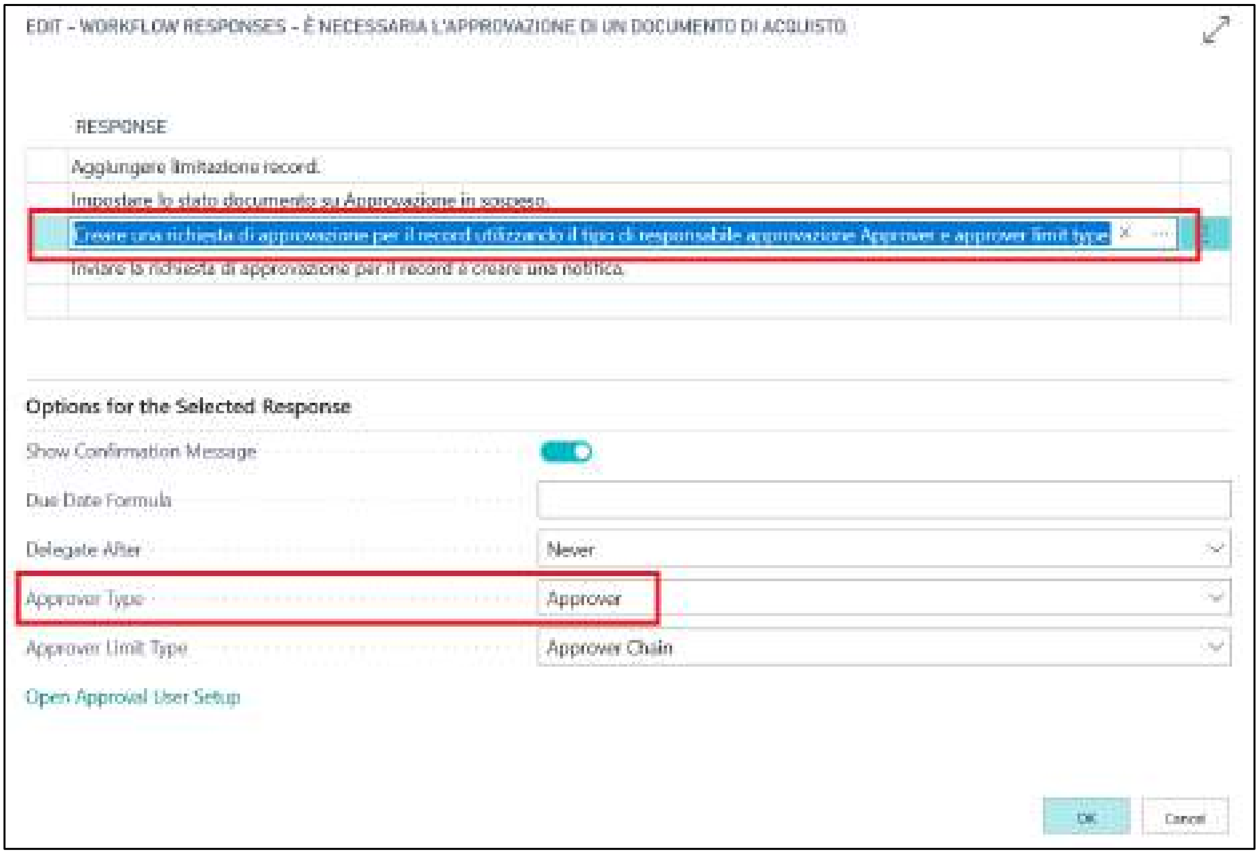
In this form the workflow with the direct approver must be configured, just click on the first line of the subform workflow phases **“Aggiungere limitazione record”**.



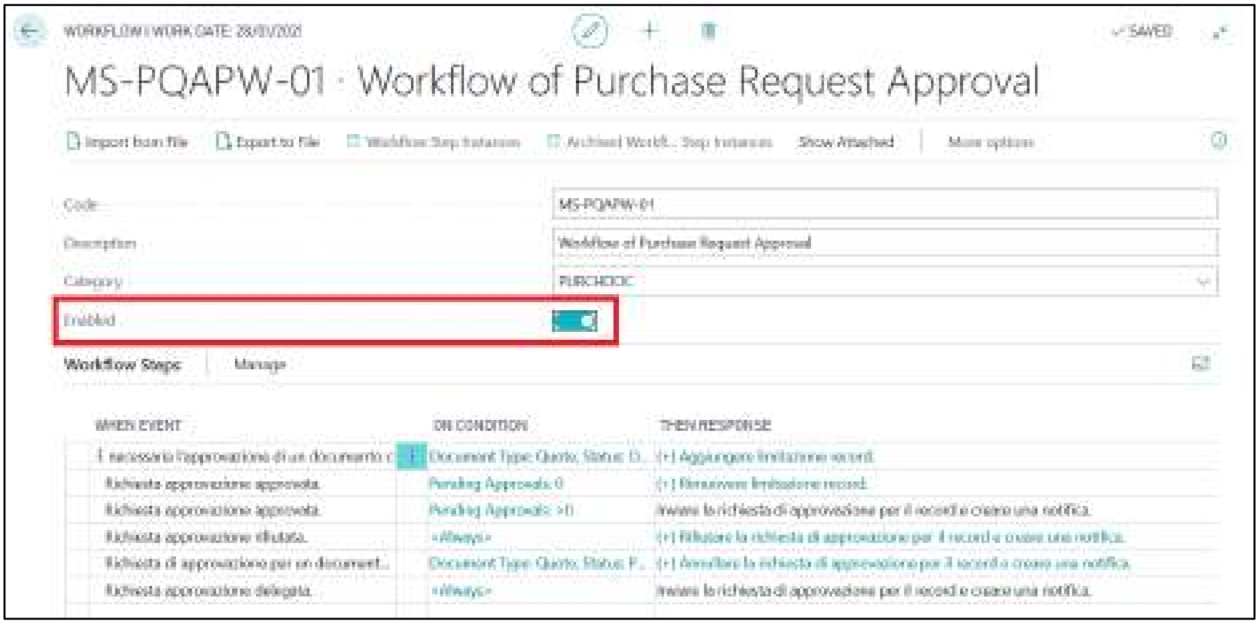
By clicking on it a new page will appear like the following:



Clicking on the line **“Creare una richiesta di approvazione per il record utilizzando il tipo di responsabile approvazione Gruppo di utenti del workflow ecc”**, the **"Approver"** must be set in the **"Approver type"** field.



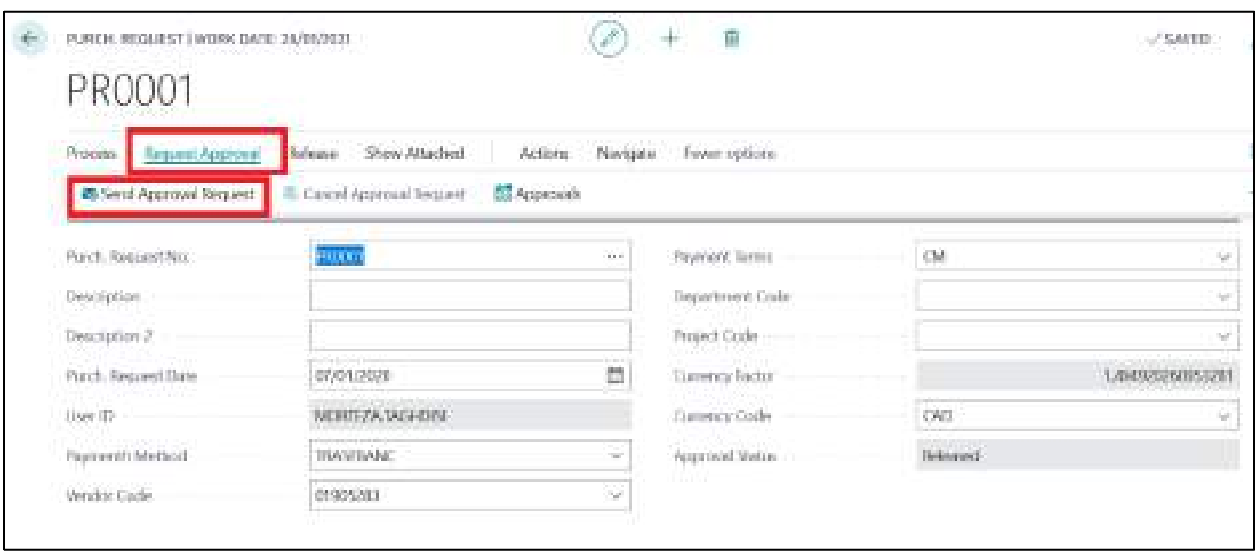
After setting the approver and confirming the configuration by clicking on **"OK"** you have to enable the workflow with the appropriate flag in the initial page.



8.2.1.3 Creation of Purchase request - Direct Approver

The procedure for creating a purchase request with the direct approval manager is the same as that explained above for creating a normal purchase request.

After creating and inserting a purchase request on Business Central, you must send the approval request by following the path: Request approval -> send Approval Request.

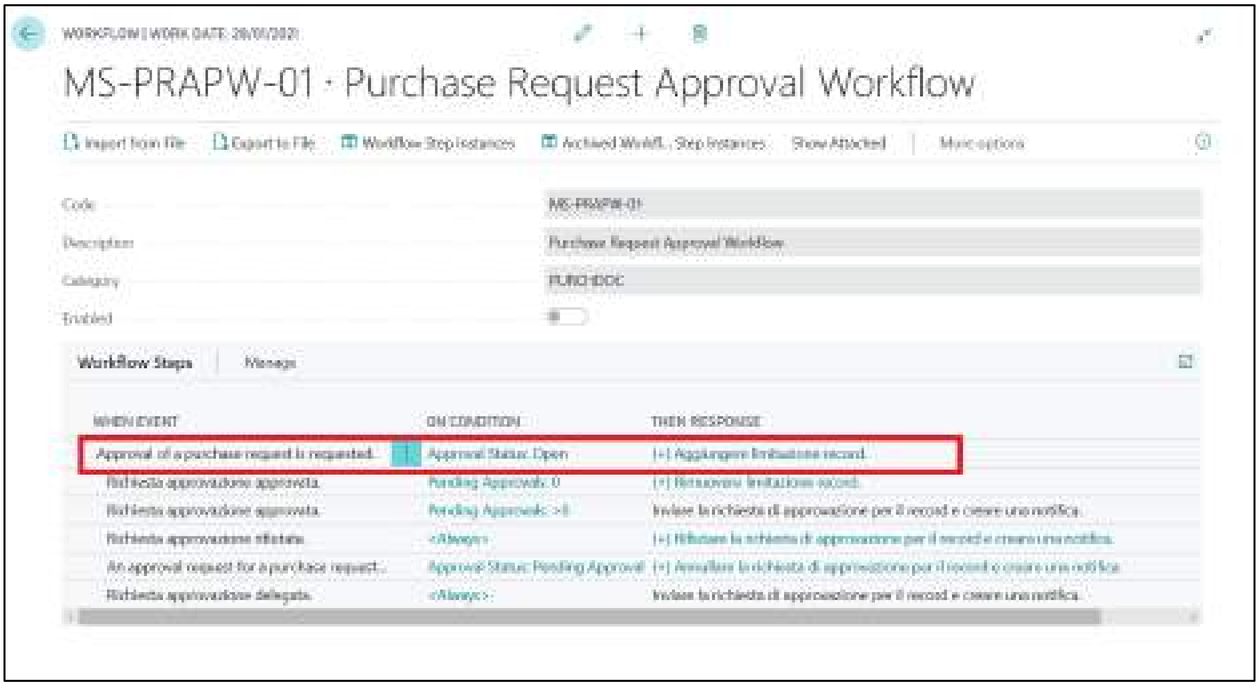


In this way the status of the purchase request changes from **"Open"** to **" Approval Pending "**

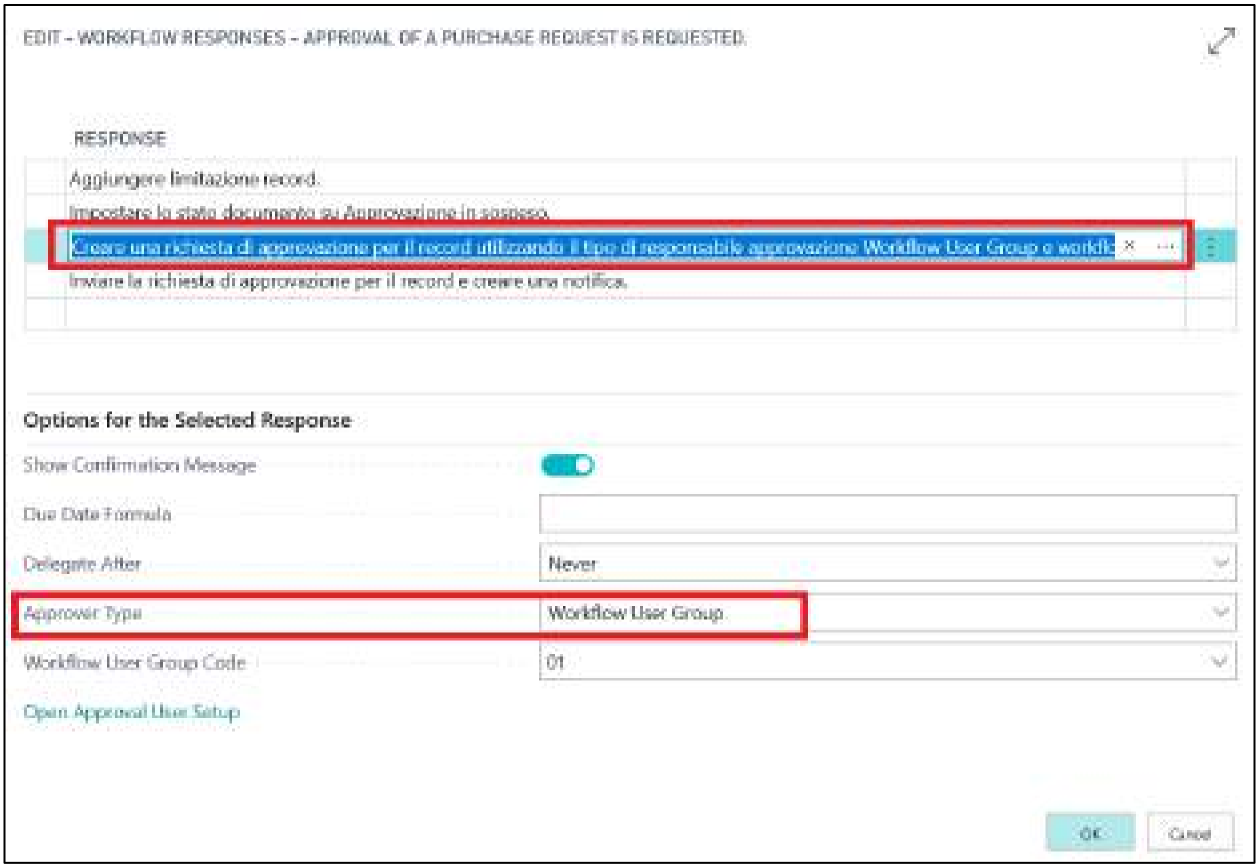
When it is approved, the status changes from **"Approval pending"** to **"Released"** so it will be possible to create the purchase order.

8.2.2 Approval with User Groups

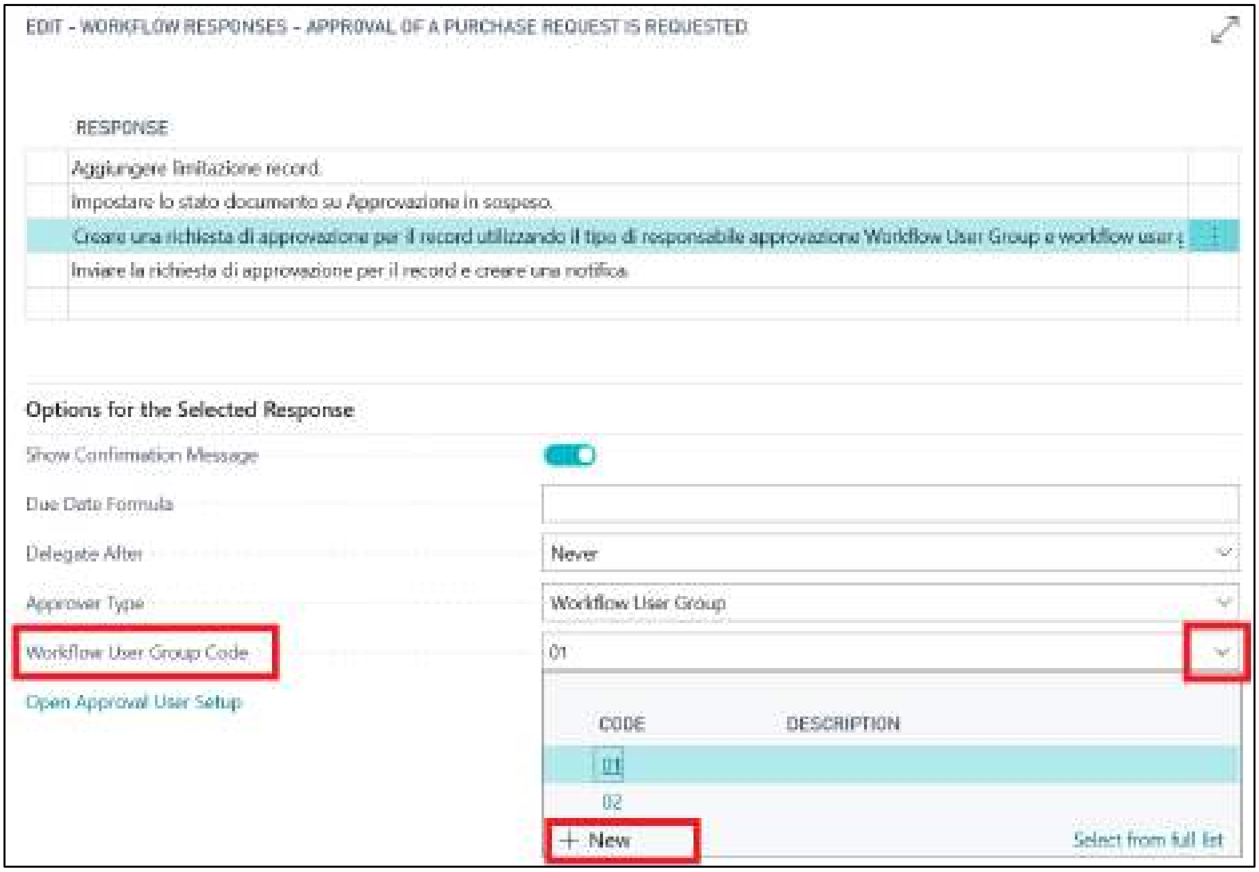
After creating the workflow as explained in the previous paragraphs, you must always go to the **" Aggiungere limitazione record"** line in order to open the next page.



Then always clicking on the line **"Creare una richiesta di approvazione per il record utilizzando il tipo di responsabile approvazione Gruppo di utenti del workflow ecc."**, the **"Workflow User Group"** must be set in the **"approver type"** field.



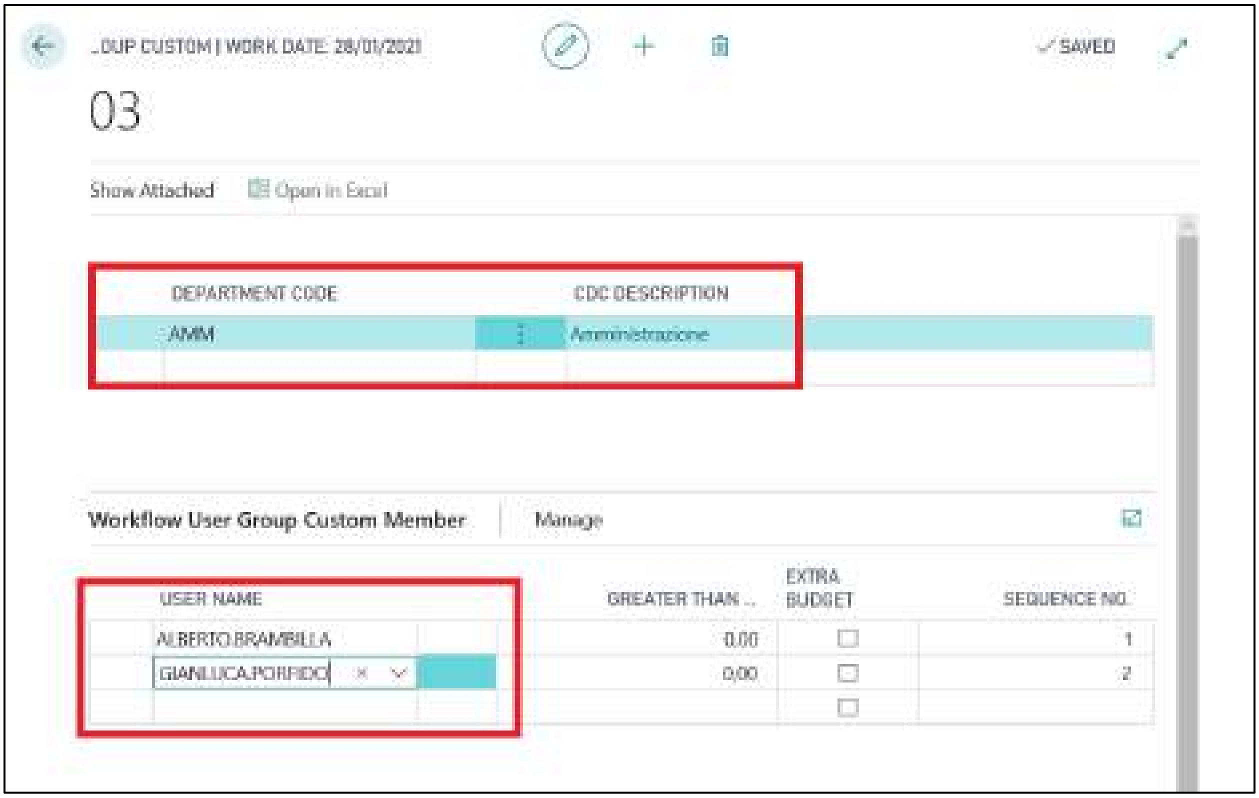
After setting up the group, the group must be configured using the **"workflow user group code"** field.



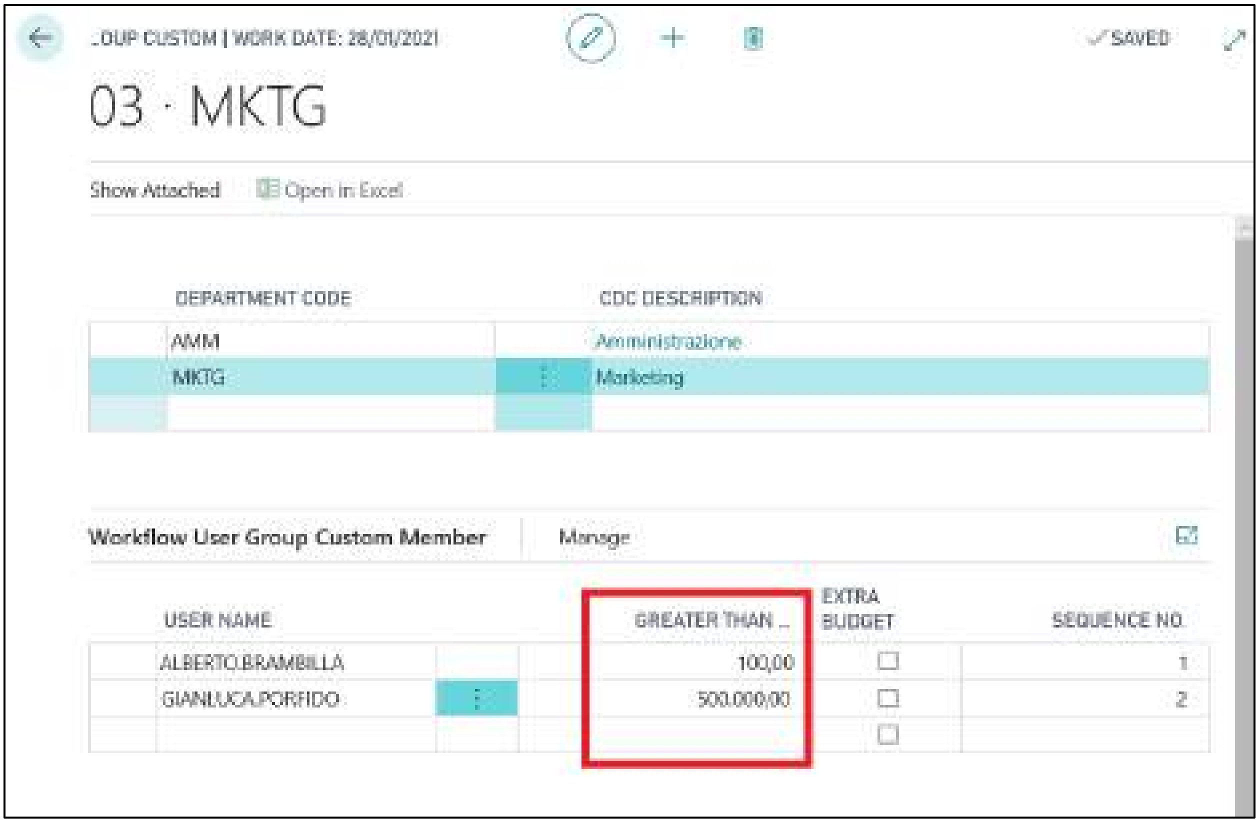
By clicking on **"new"** a page will open in which it is possible to enter a code and a description for the group and then the **" workflow user group"** function must be called up in order to insert the users.

This will open a new form in which it will be possible to insert specific users for each cost centers/dimension values:

It is possible to create multiple approval subgroups for each cost center within the same group.



And furthermore, it will be possible to associate each user with a maximum amount of approval per purchase request through the **"amount"** field.

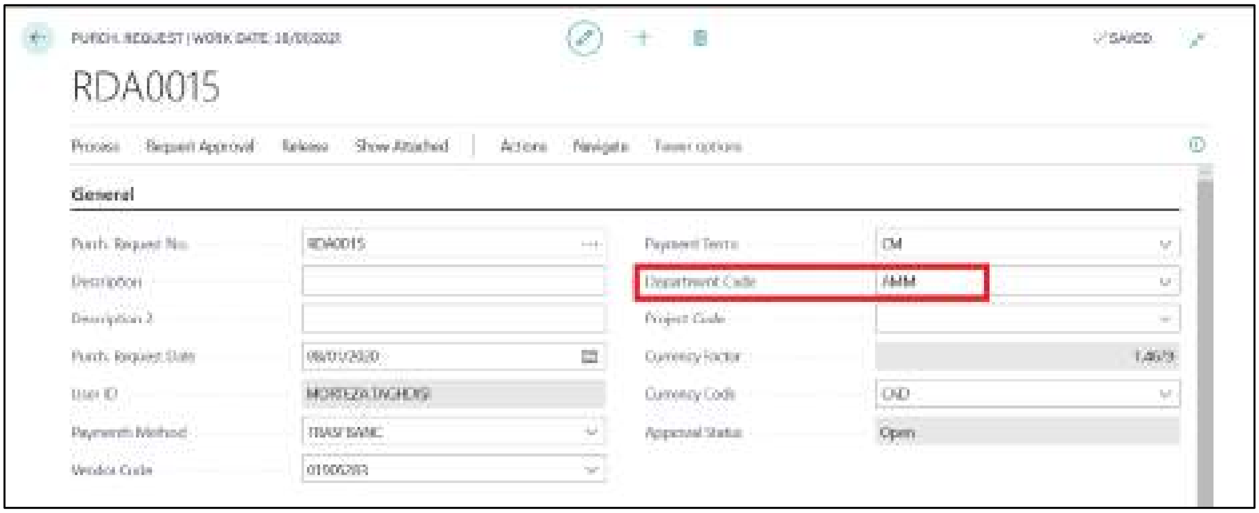


In this way, if the purchase request is less than € 100, it has to be approved only by the first user, if greater than € 100, it has to follow further approval procedures.

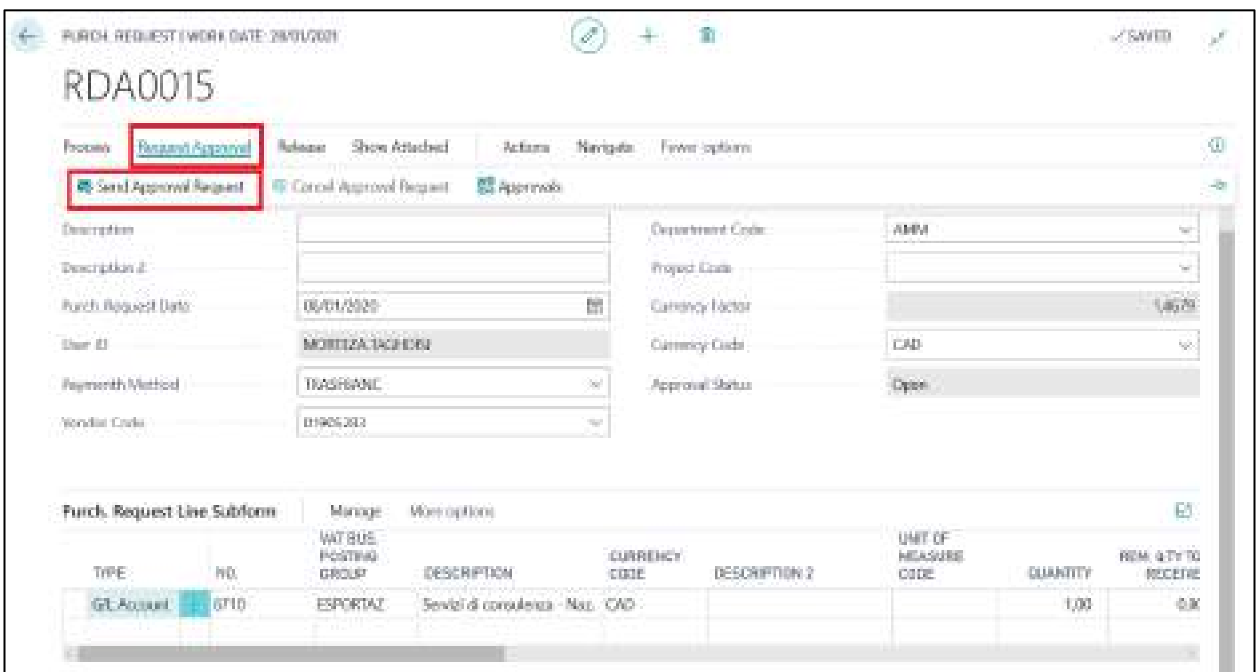
8.2.2.1 Purchase Request creation - Workflow user groups

The procedure for creating a purchase request with the group of workflow users is the same as that explained above for creating a normal purchase request.

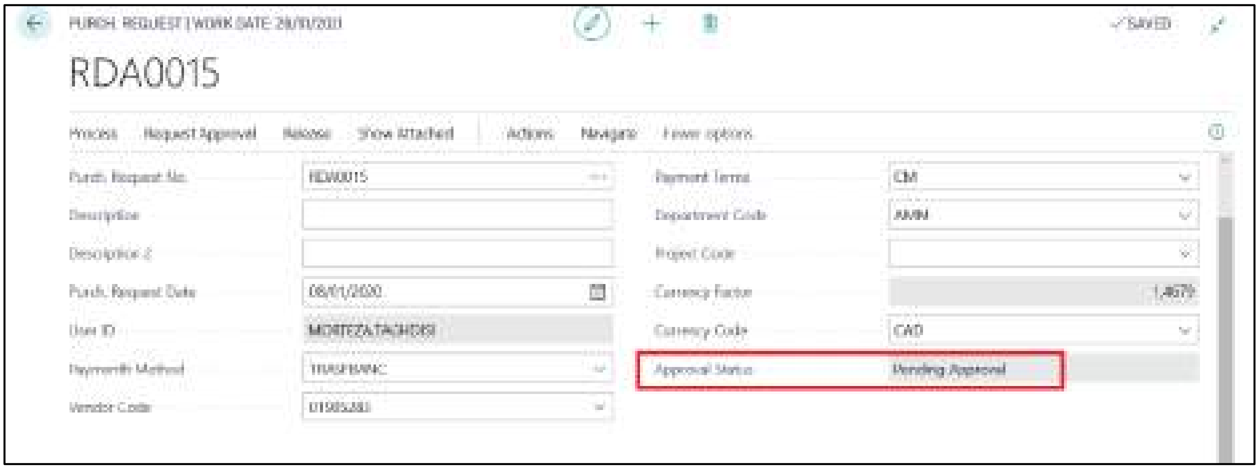
Only the inclusion of the cost center / dimension value in the header is mandatory in order to define the specific group of users of approval.



After creating and inserting a purchase request on Business Central, you must send the approval request by following the path: Request Approval -> Send Approval Request.



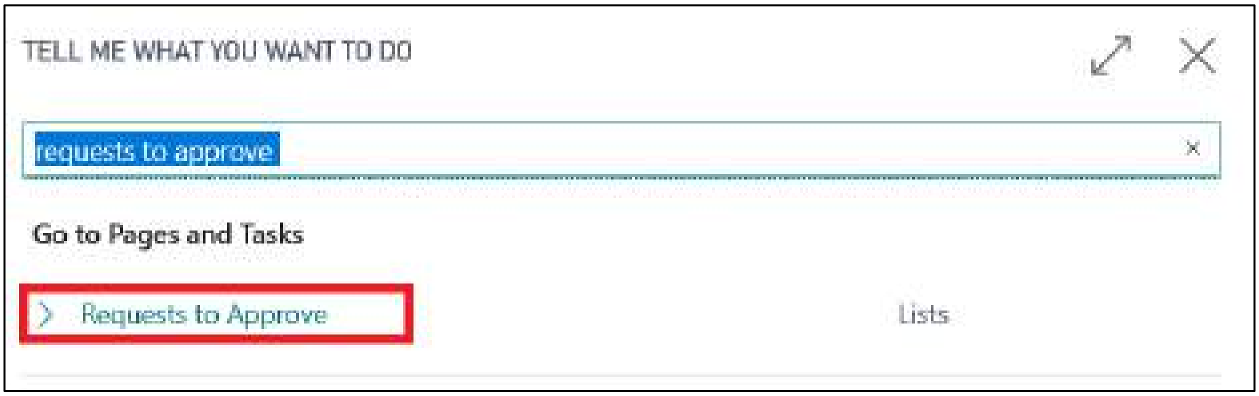
In this way the status of the purchase request changes from **"Open"** to **" Pending Approval "**



When it is approved, the status changes from **"Pending Approval "** to **"Released"** so it will be possible to create the purchase order.

8.3 Purchase Request APPROVAL

To approve a purchase request, search the **"Requests to approve"** function.



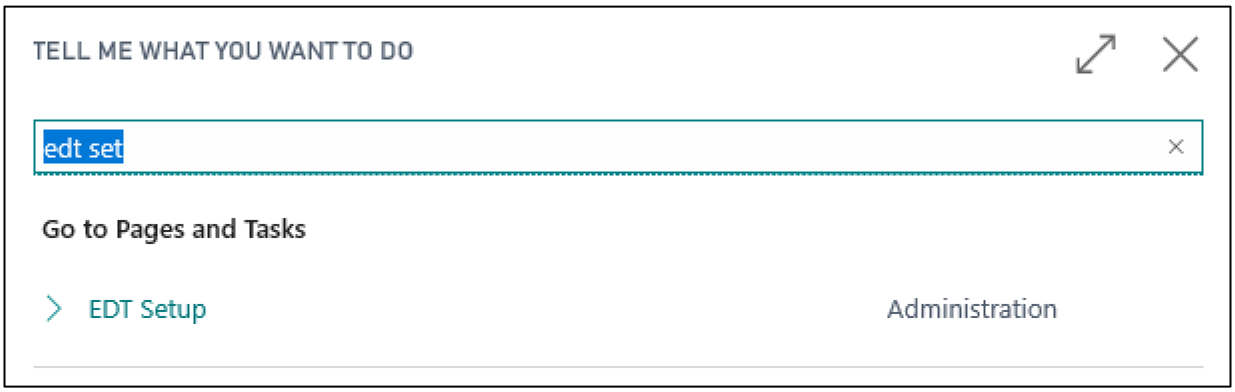
This will open the list of all the requests that the user (approver) has to approve or decline via the **"Approve"** and **"Decline"** functions.

9. BANK RECONCILIATION

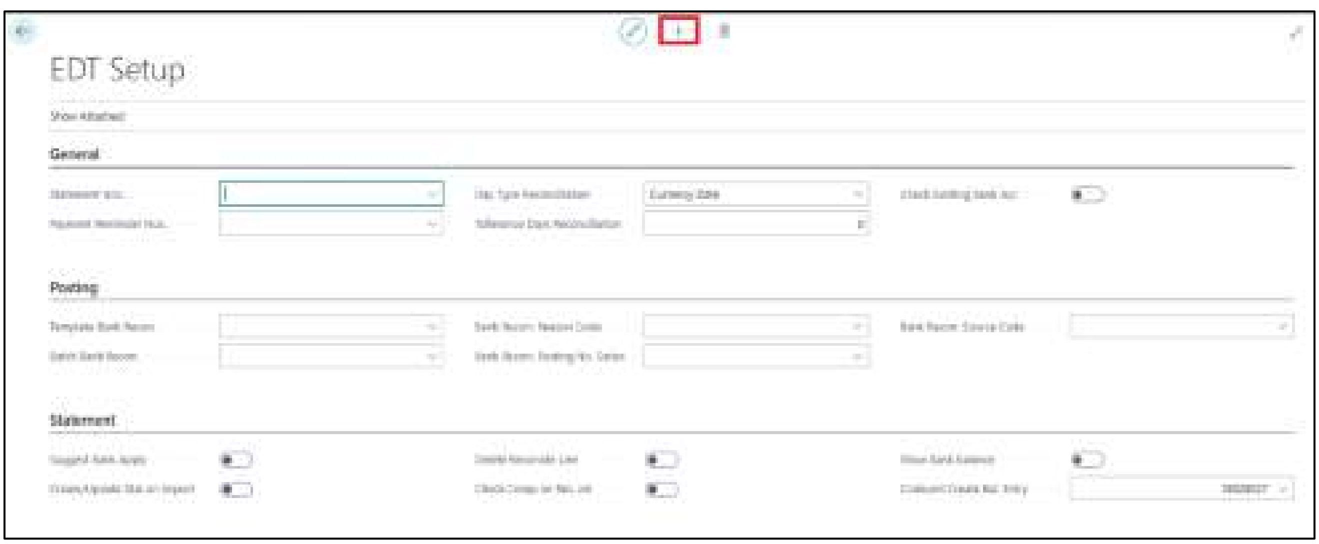
This module allows you to import bank transactions and then integrate to journal entries, all those operations that are not automatically reconciled (based on ACBI rules and general journal).

9.1 EDT SETUP

Before proceeding with the import of the CBI flow, it is necessary to configure the module, so it is necessary to call up via the search function "EDT SETUP".



A page will open where it is necessary to create the configuration by clicking on the **"+"** symbol in order to make the fields editable.



In General tab:

- **Statement Nos.:** enter the serial number for the statement lists;

- **Payment reminder nots.:** enter the serial number for any payment notices;
- **Date Type Reconciliation:** choose between **"currency date"** and **"posting date"**;
- **Tolerance Days Reconciliation:** enter the tolerance days for reconciliation;
- **Check Existing Bank Account:** if activated, the system checks the existence of the bank account when importing the cbi flow.

In Posting tab:

- **Template Bank Recon.:** insert the template of general journal;
- **Batch bank recon.:** enter the batch on which to insert the entries deriving from the reconciliation;
- **Bank reconciliation Reason code:** insert a reason identifying the entries;
- **Bank reconciliation Posting No. Series:** enter the serial number that will allow you to identify the entries deriving from the same reconciliation;
- **Bank Reconciliation Source Code:** enter a source code that identifies the entries.

In Statement tab:

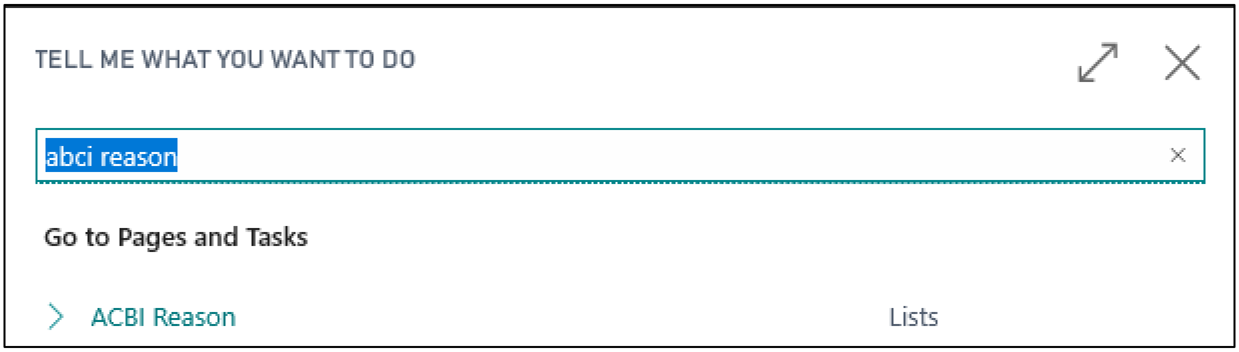
- **Suggest Bank Apply:** to be activated to automatically suggest reconciliation when importing the bank transactions;
- **Create / update Stat on Import:** to be activated to automatically update the statement following the import;
- **Delete reconciliation lines:** to be activated if you want to delete the bank statements created after the import;
- **Show bank balance:** to be activated if you want to see the balance of each bank on each bank statement;
- **Check competence on rec. Jnl.:** to set the accruals check;
- **Codeunit creates Bal. Entry:** set the codeunit that will create the balancing entries.

9.2 ACBI Reasons

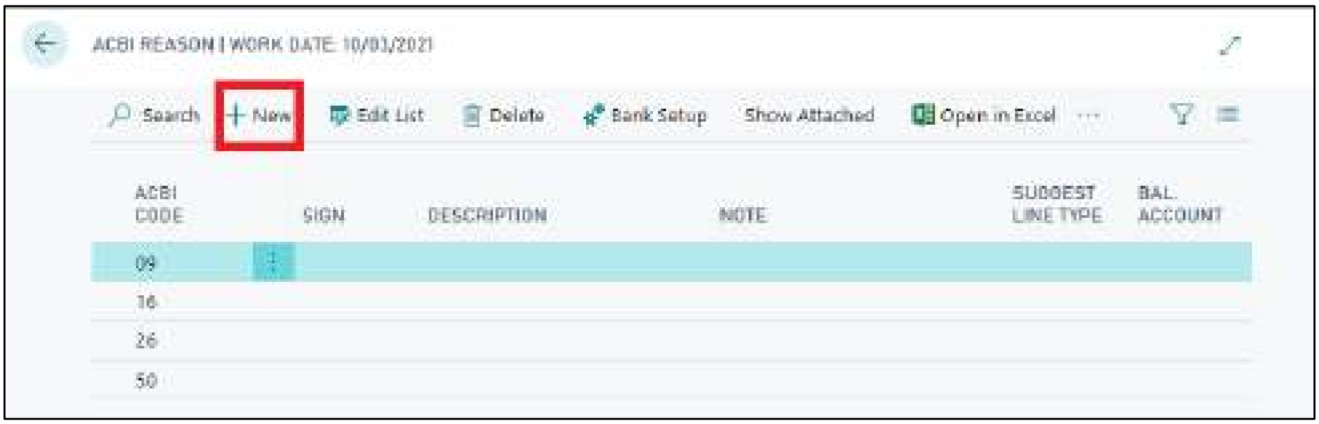
After doing the general setup it will be necessary to configure the ACBI Reasons to make the system **"read"** the bank layout.

For some reasons it will also be possible to insert a G/L account that is automatically reported during the posting of the cbi flow.

To configure the reasons, go to the **"ACBI Reason"** page.



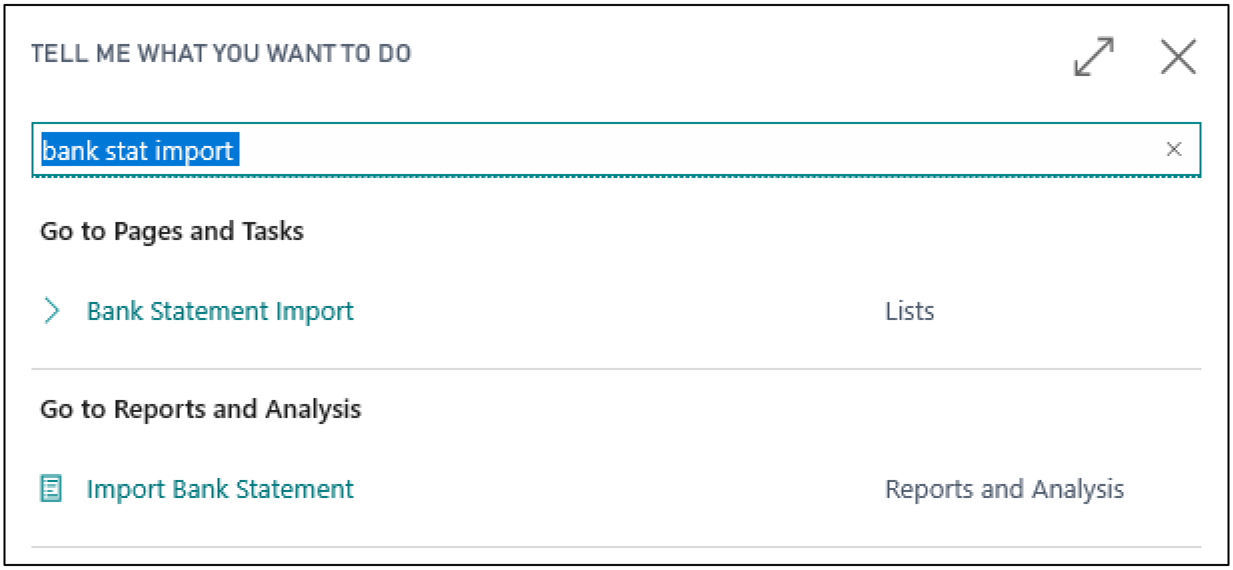
Click on **"new"** and enter all the reasons:



9.3 Bank Statement import and Creation

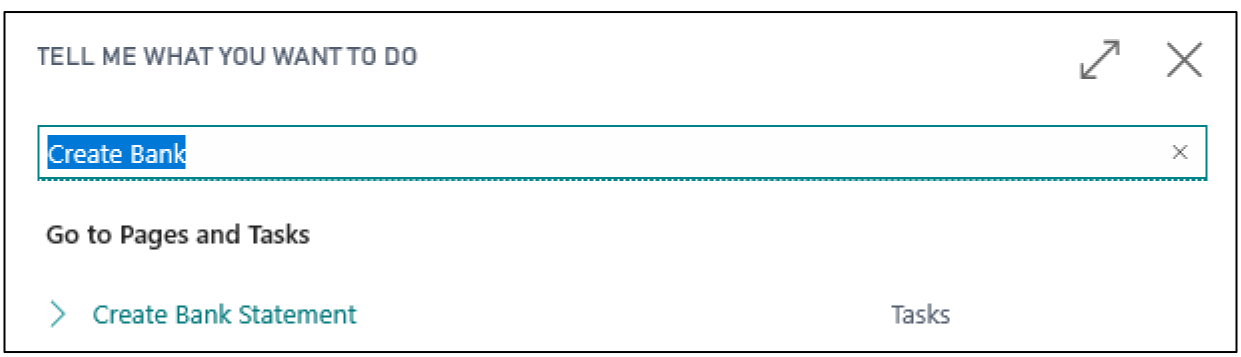
After setting up the setup, the bank flow must be imported using the **"Bank Statement Import"** function

The following Pop-Up will appear, on which the bank flow can be uploaded.

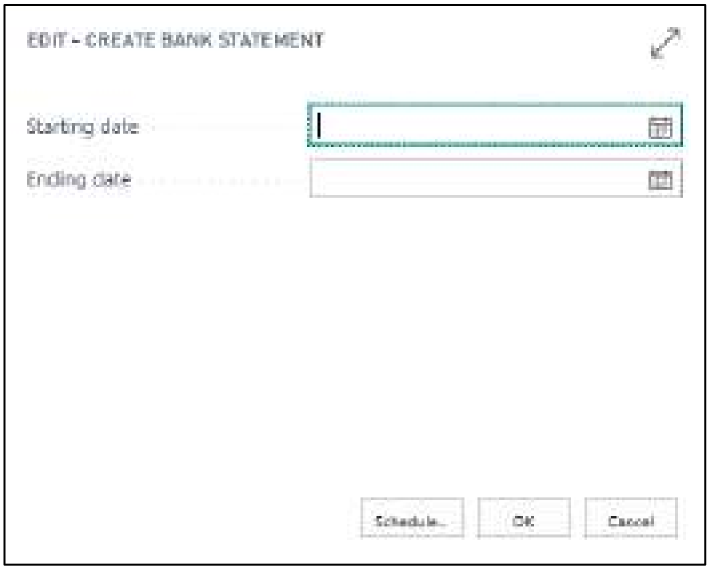


The following pop-up will appear in which by clicking on **"Choose"** it will be possible to choose and upload the cbi flow from the directory

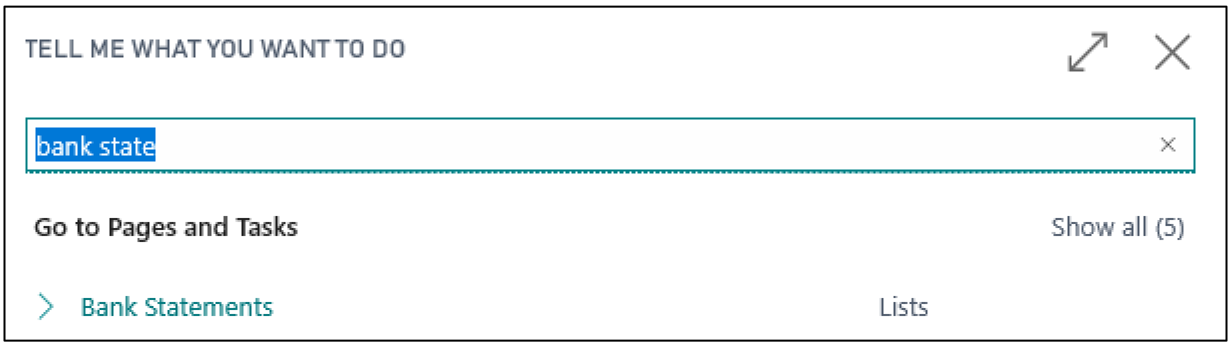
Bank statements must then be created using the **"Create Bank Statement"** function. A form will open in which the reference dates of the bank statement must be entered.



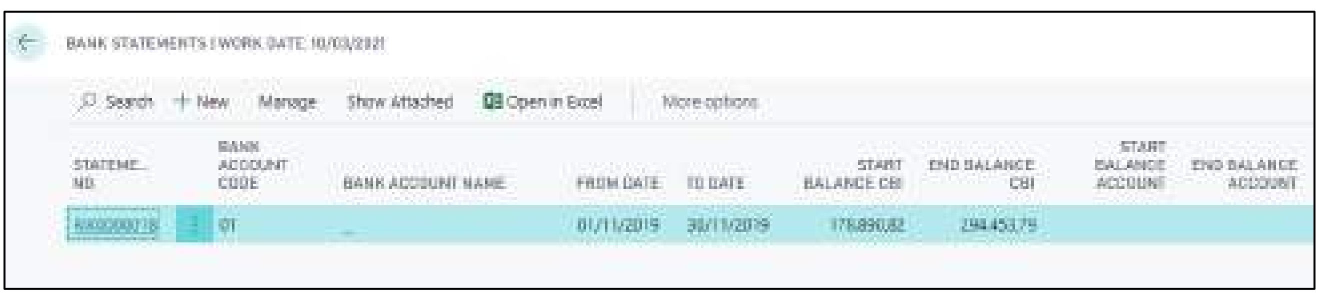
A form will open in which the reference dates of the bank statement must be entered in order to create the statement.



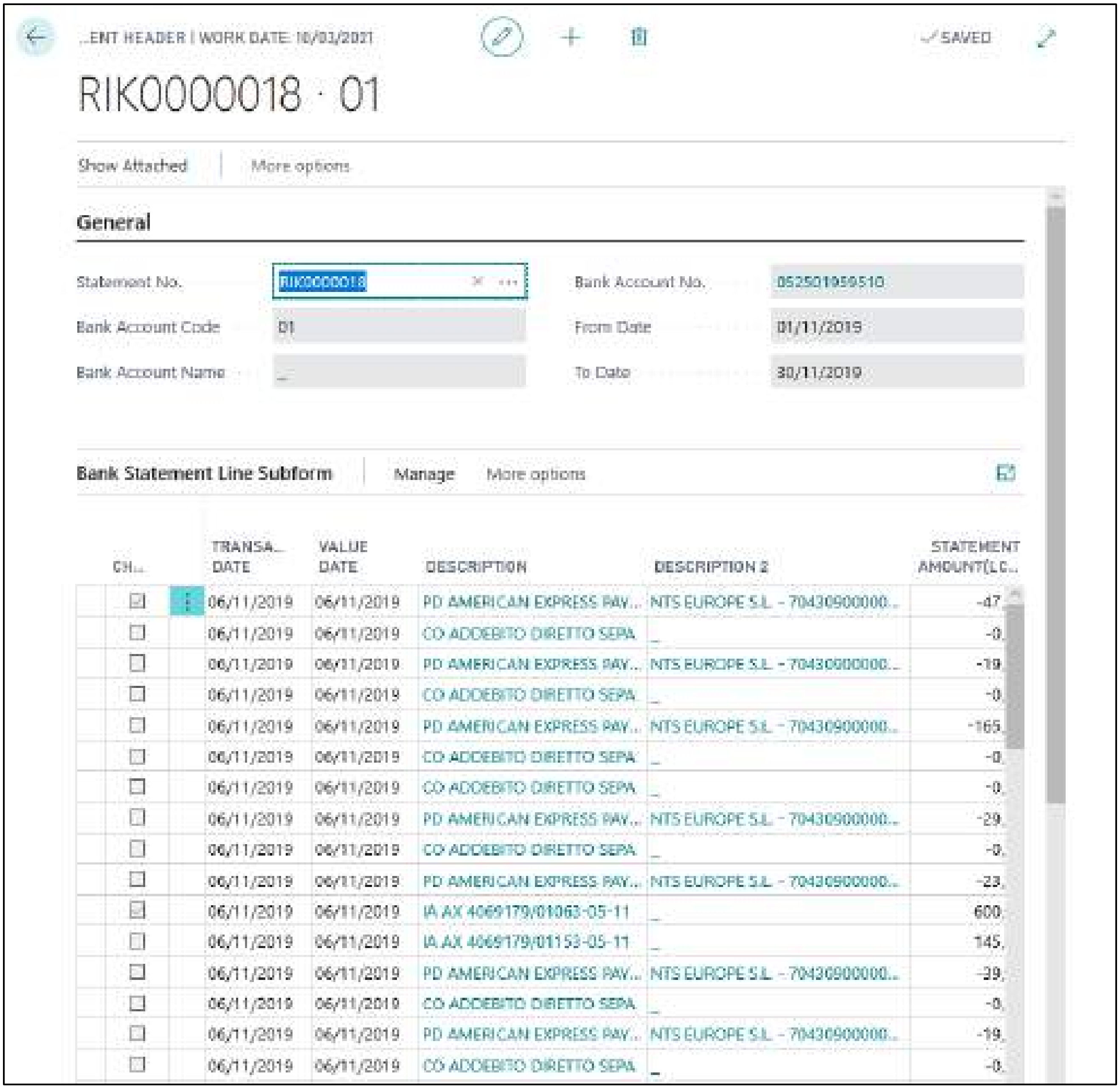
It will then be necessary to go to the **"Bank Statement"** page.



The page will open with all the bank statements created using the **"create bank statement"** function.



You can click on the relevant bank statement to proceed with the reconciliation and posting entries.



..ENT HEADER | WORK DATE: 10/03/2021 ✓ SAVED

RIK0000018 · 01

Show Attached | More options

General

Statement No.	RIK0000018	Bank Account No.	052501959510
Bank Account Code	01	From Date	01/11/2019
Bank Account Name	_	To Date	30/11/2019

Bank Statement Line Subform | Manage | More options

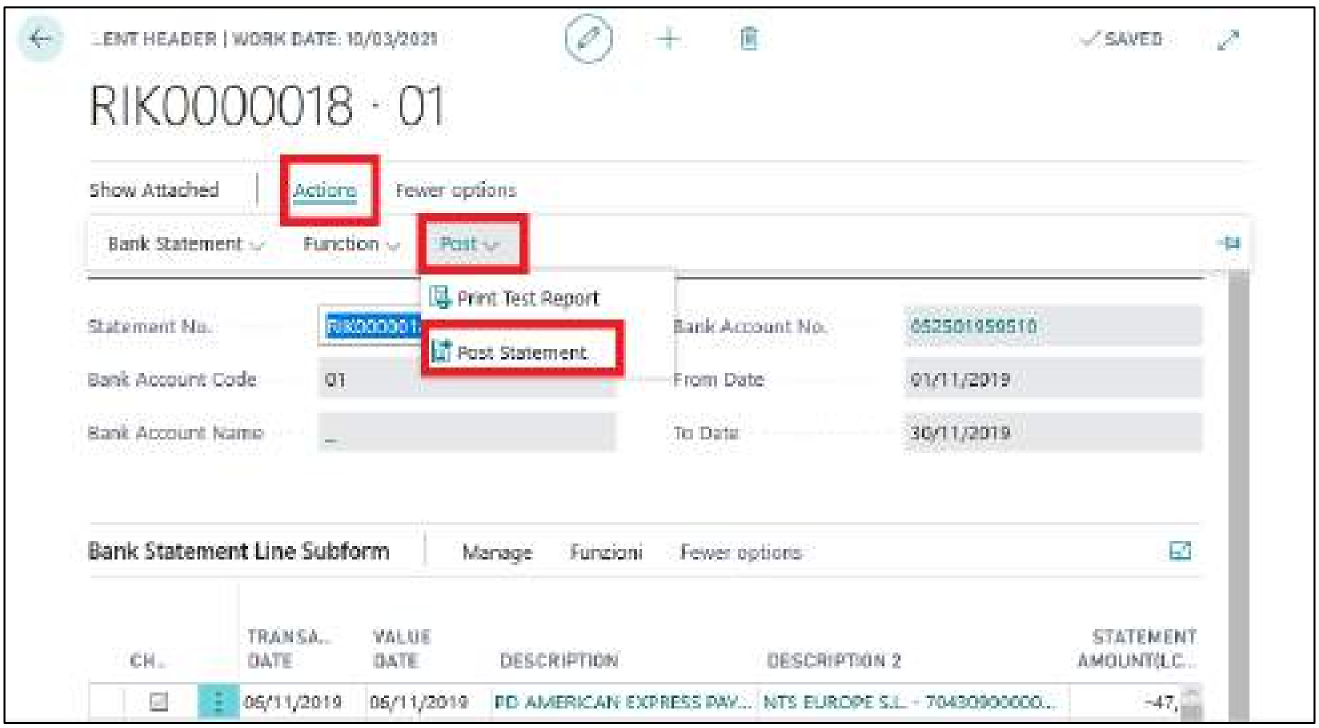
CH...	TRANSA... DATE	VALUE DATE	DESCRIPTION	DESCRIPTION 2	STATEMENT AMOUNT(LC...
☑	06/11/2019	06/11/2019	PD AMERICAN EXPRESS PAY...	NTS EUROPE S.L. - 70430900000...	-47
☐	06/11/2019	06/11/2019	CO ADDEBITO DIRETTO SEPA	_	-0,
☐	06/11/2019	06/11/2019	PD AMERICAN EXPRESS PAY...	NTS EUROPE S.L. - 70430900000...	-19,
☐	06/11/2019	06/11/2019	CO ADDEBITO DIRETTO SEPA	_	-0,
☐	06/11/2019	06/11/2019	PD AMERICAN EXPRESS PAY...	NTS EUROPE S.L. - 70430900000...	-165,
☐	06/11/2019	06/11/2019	CO ADDEBITO DIRETTO SEPA	_	-0,
☐	06/11/2019	06/11/2019	CO ADDEBITO DIRETTO SEPA	_	-0,
☐	06/11/2019	06/11/2019	PD AMERICAN EXPRESS PAY...	NTS EUROPE S.L. - 70430900000...	-29,
☐	06/11/2019	06/11/2019	CO ADDEBITO DIRETTO SEPA	_	-0,
☐	06/11/2019	06/11/2019	PD AMERICAN EXPRESS PAY...	NTS EUROPE S.L. - 70430900000...	-23,
☑	06/11/2019	06/11/2019	IA AX 4069179/01063-05-11	_	600,
☐	06/11/2019	06/11/2019	IA AX 4069179/01153-05-11	_	145,
☐	06/11/2019	06/11/2019	PD AMERICAN EXPRESS PAY...	NTS EUROPE S.L. - 70430900000...	-39,
☐	06/11/2019	06/11/2019	CO ADDEBITO DIRETTO SEPA	_	-0,
☐	06/11/2019	06/11/2019	PD AMERICAN EXPRESS PAY...	NTS EUROPE S.L. - 70430900000...	-19,
☐	06/11/2019	06/11/2019	CO ADDEBITO DIRETTO SEPA	_	-0,

VARPRIME
a vargroup company

After selecting an entry, click on **"functions"** and **"Post Offset"**

By clicking on entry offset, a page will open where it will be possible to manually enter the balancing entry and then it will be necessary to click on **"POST"** to post the entry.

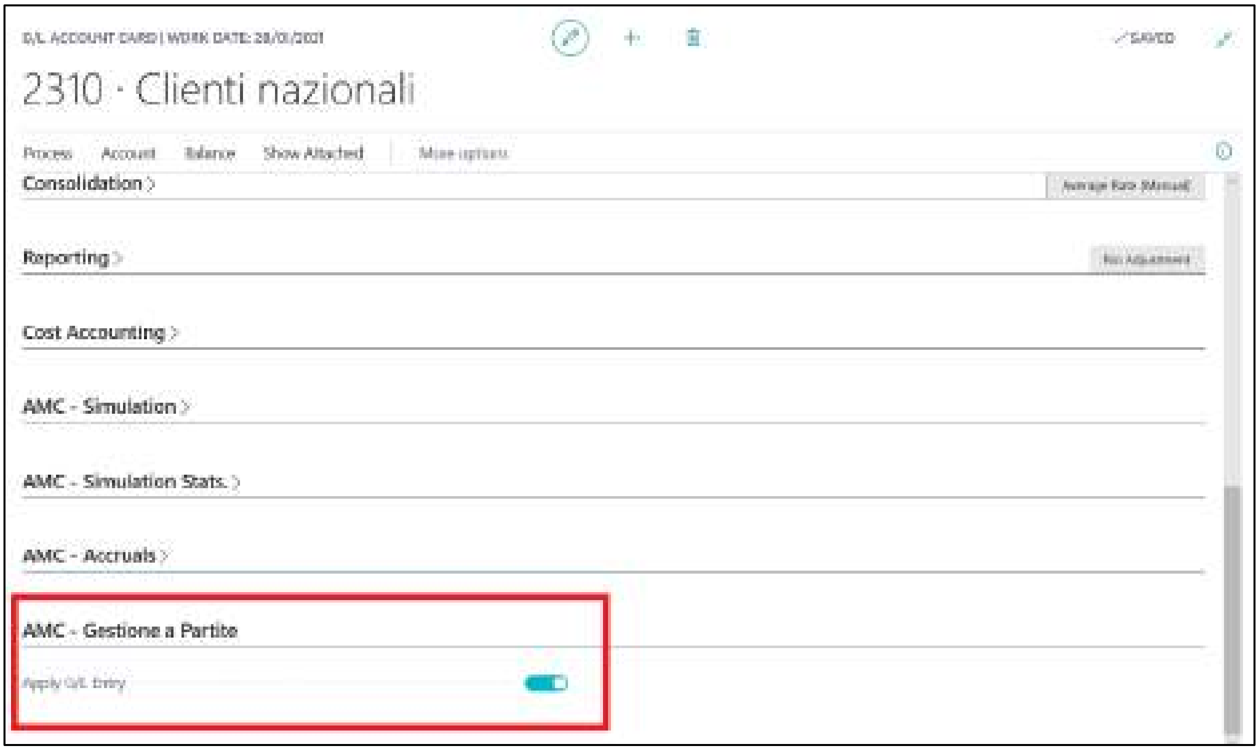
After posting the individual entries, you can post the entire statement, going to **Actions** -> **Post** -> **Post Statement**



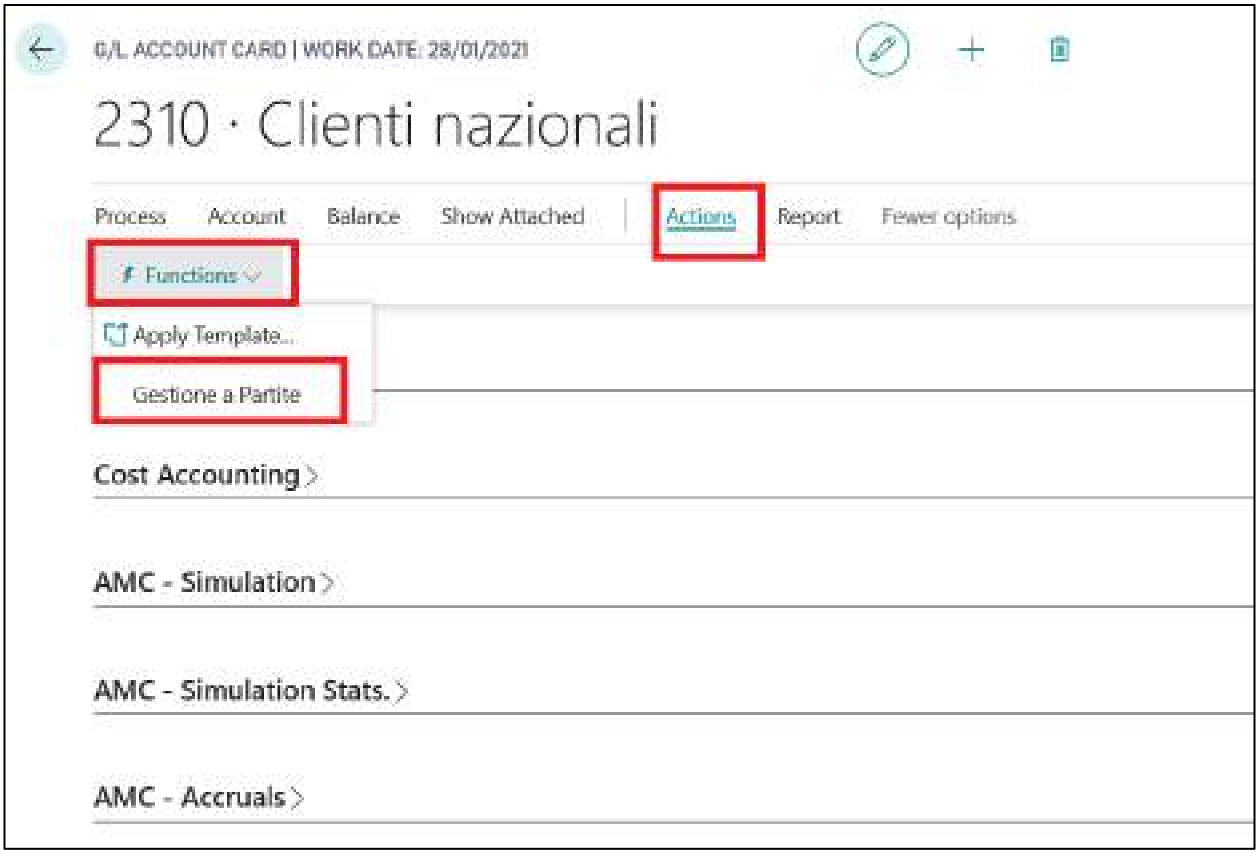
10. Gestione a Partite

The **"Gestione a Partite"** function has been added to the tab of each G/L account, which will allow you to manage the entries of that account and apply them.

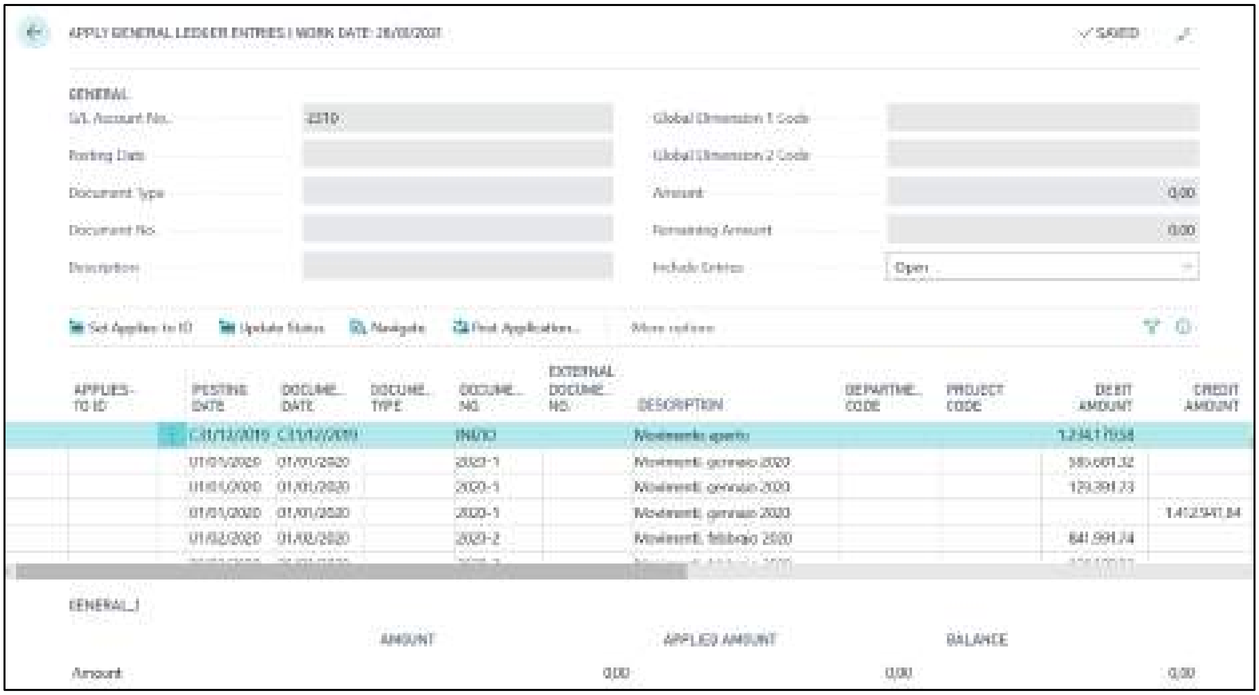
In the chart of accounts, the **"Gestione a Partite"** function can be activated for each G/L account.



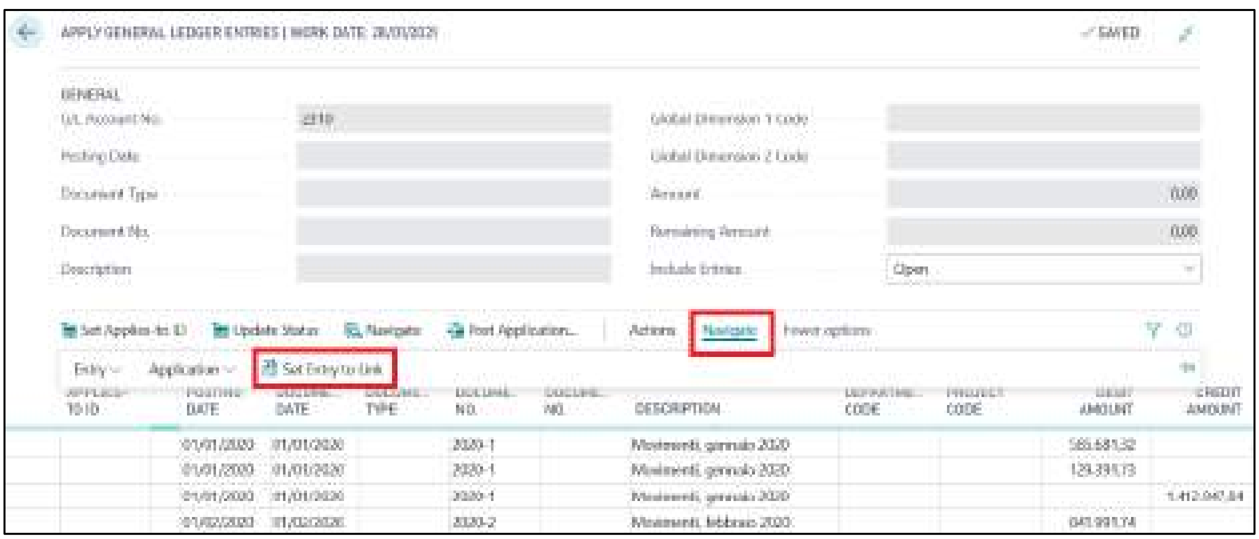
After activating the function, you have to proceed with applying the entries by going to Actions -> Functions -> Gestione a Partite



A new filtered page will open for the account where all the entries posted on that account will be visible.

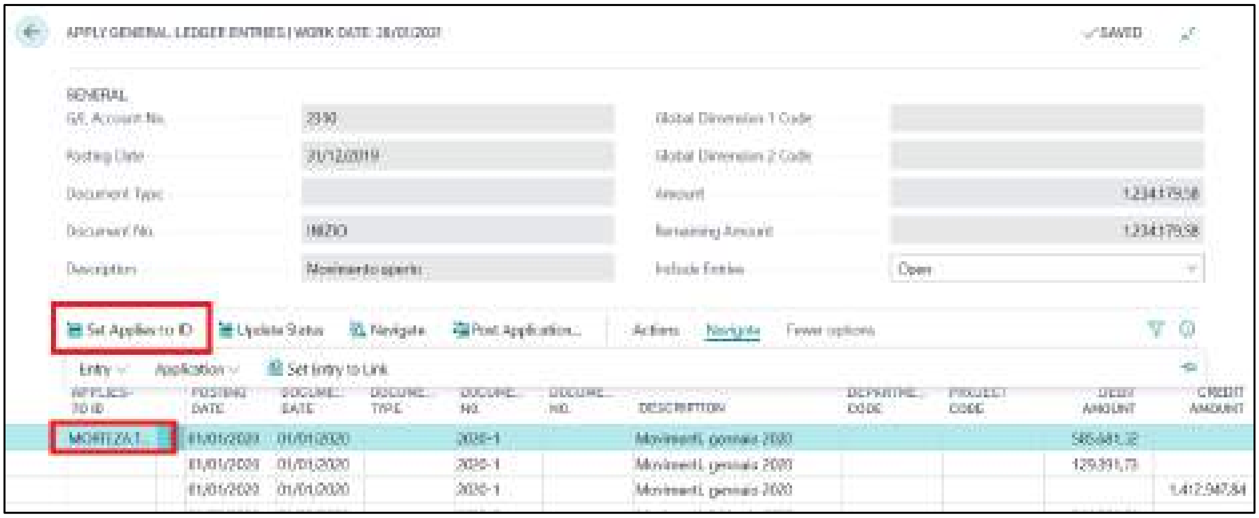


Select the entry that you want to apply and click on **"Set Entry to Link"**

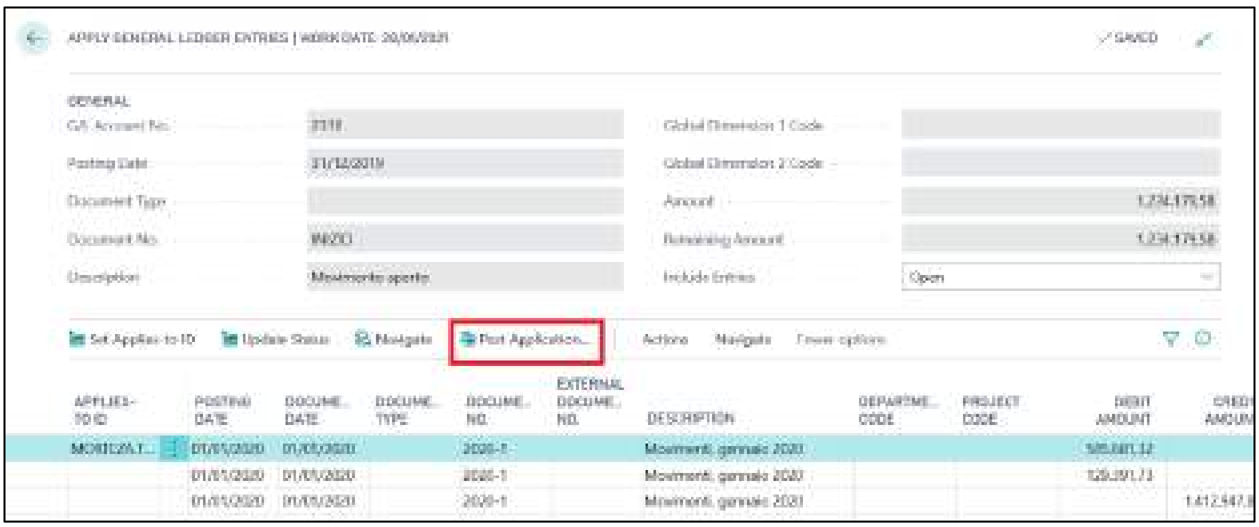


In this way the header will be populated with the data relating to the entry to be applied.

Then select the entry to be applied to the one previously selected and click on **" Set applies to ID"**. The system associates the entry momentarily with the user ID.



The next step is to post the application using the **"Post the application"** function

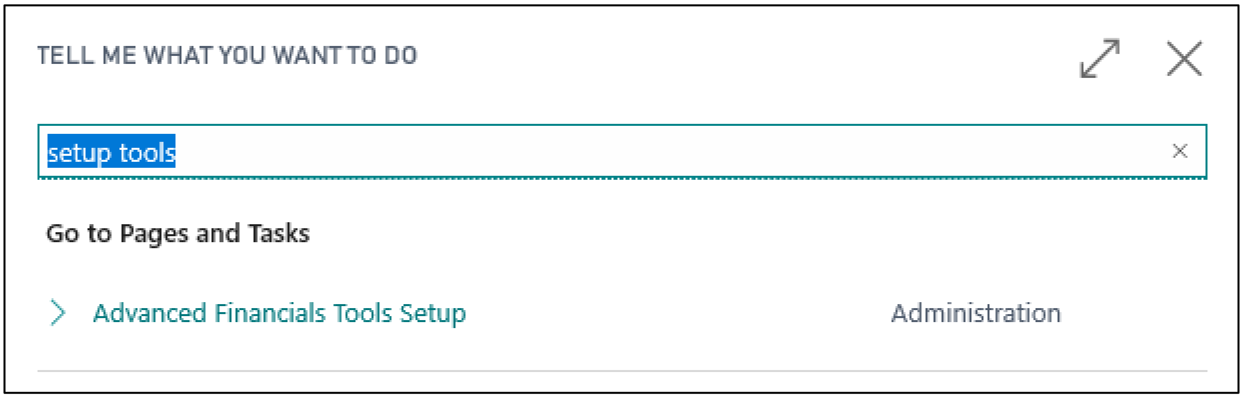


11. TOOLS - ADVANCED TOOLS

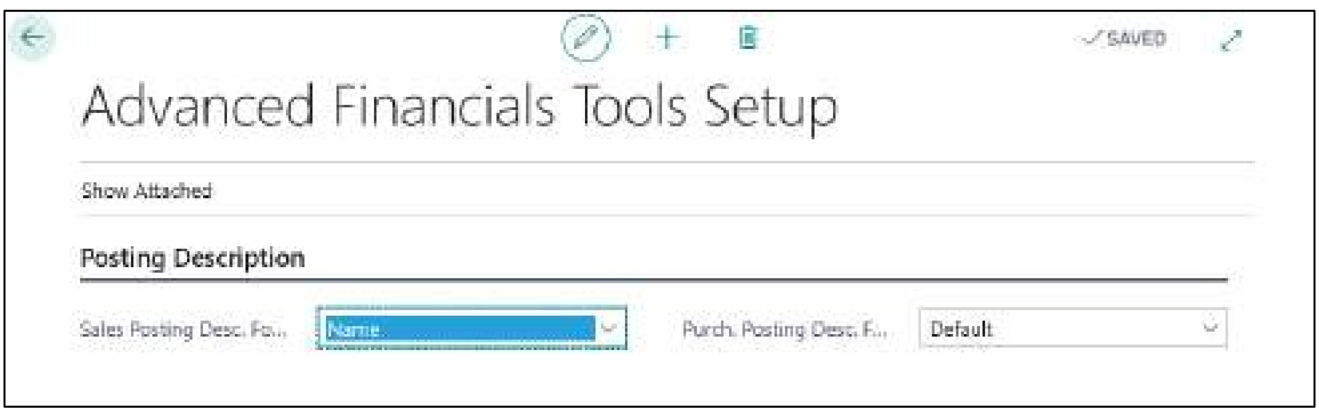
11.1 Description of Posted Invoice

In addition to the standard functions, which allow the description of the document to be modified during invoice insertion, a tool has been created that allows the company name and posted document number to be displayed as a description, in the customer / vendor G/L entries and in the various reports such as the G/L book.

To set up this function, it is be necessary to use **" Advanced Financials Tools Setup "** function.



This will open a page where you need to choose the format of the description you want to report in the G/L entries.

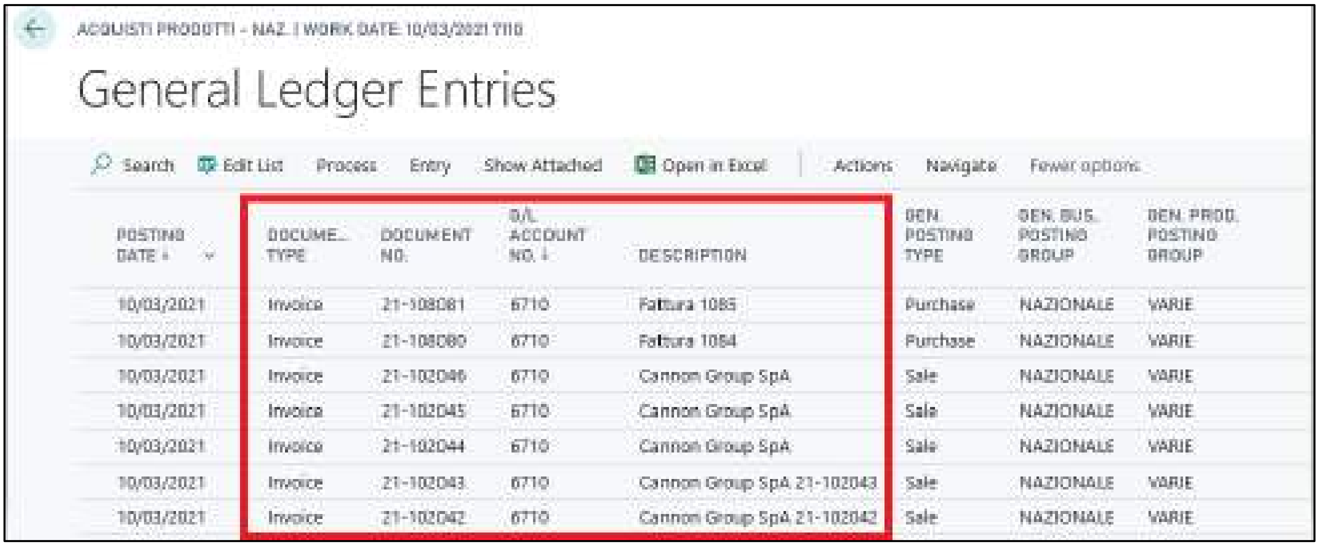


For each sales and purchase invoice you can choose between the different options:

- **Default:** if selected, the standard BC actions will be applied;
- **Name:** if selected it will report the name of the customer and / or vendor in the description field;

• **Name + Post. Doc. No.:** if selected it will report in the description field the name of the customer and / or vendor and the definitive protocol number;
• **Post. Doc. No.:** if selected it will report the definitive protocol number in the description field.

Below is an example of the application of the three options namely; default, name and name + post doc. no.


ACQUISTI PRODOTTI - NAZ. | WORK DATE: 10/03/2021 7110

General Ledger Entries

Search | Edit List | Process | Entry | Show Attached | Open in Excel | Actions | Navigate | Fewer options

POSTING DATE	DOCUMENT TYPE	DOCUMENT NO.	G/L ACCOUNT NO.	DESCRIPTION	GEN. POSTING TYPE	GEN. BUS. POSTING GROUP	GEN. PROD. POSTING GROUP
10/03/2021	Invoice	21-108081	6710	Fattura 1085	Purchase	NAZIONALE	VARIE
10/03/2021	Invoice	21-108080	6710	Fattura 1084	Purchase	NAZIONALE	VARIE
10/03/2021	Invoice	21-102046	6710	Cannon Group SpA	Sale	NAZIONALE	VARIE
10/03/2021	Invoice	21-102045	6710	Cannon Group SpA	Sale	NAZIONALE	VARIE
10/03/2021	Invoice	21-102044	6710	Cannon Group SpA	Sale	NAZIONALE	VARIE
10/03/2021	Invoice	21-102043	6710	Cannon Group SpA 21-102043	Sale	NAZIONALE	VARIE
10/03/2021	Invoice	21-102042	6710	Cannon Group SpA 21-102042	Sale	NAZIONALE	VARIE

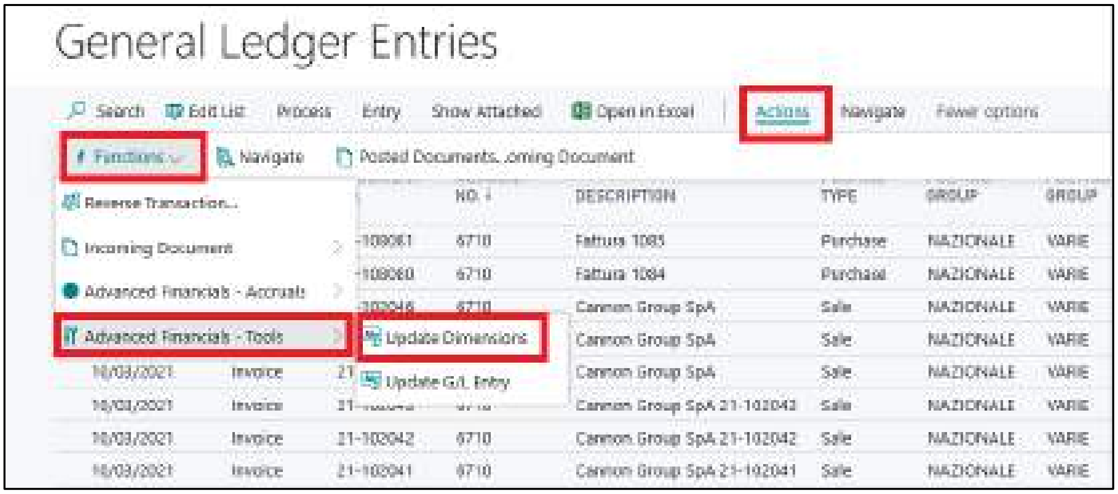
11.2 Update Description

With the new versions of BC it is possible to change the description in **"General Ledger Entries"** by simply clicking on **"Edit list"**. The Microsoft standard field is editable.

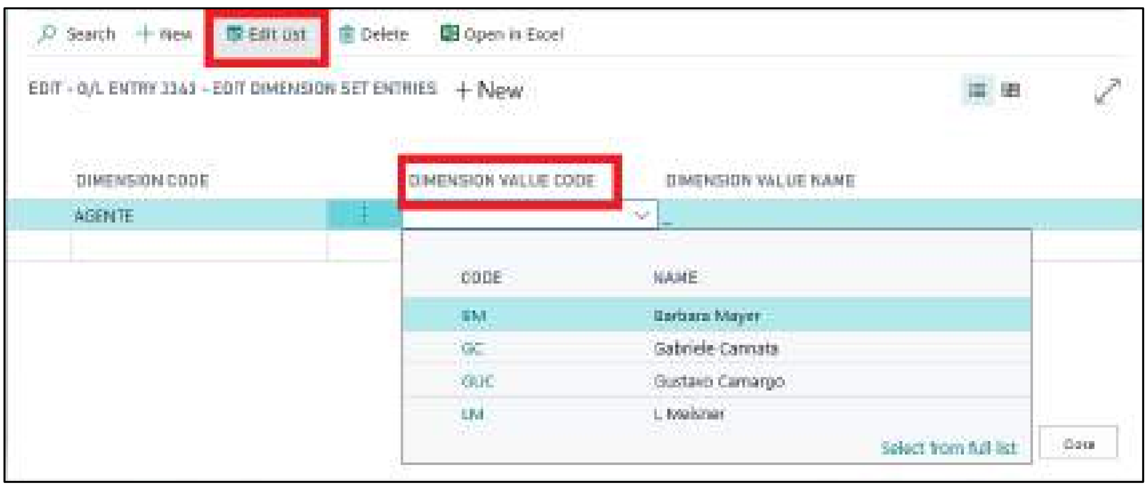
With the Advanced Financials, the description field in customer and vendor G/L entries are also editable. Again, just click on **"Edit list"**.

11.3 Update Dimension

Following posting entries (invoice and / or journal) it is possible to change the entered dimensions, just go to **"General Ledger Entries"** select the entry and use the inserted function **"Update Dimensions"**

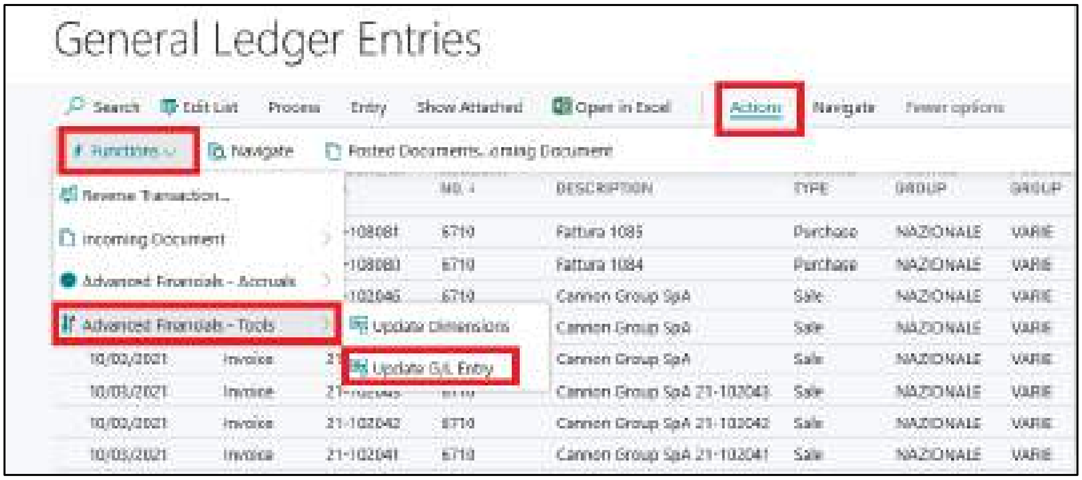


By clicking on it, a pop-up will appear to insert / change the dimension.

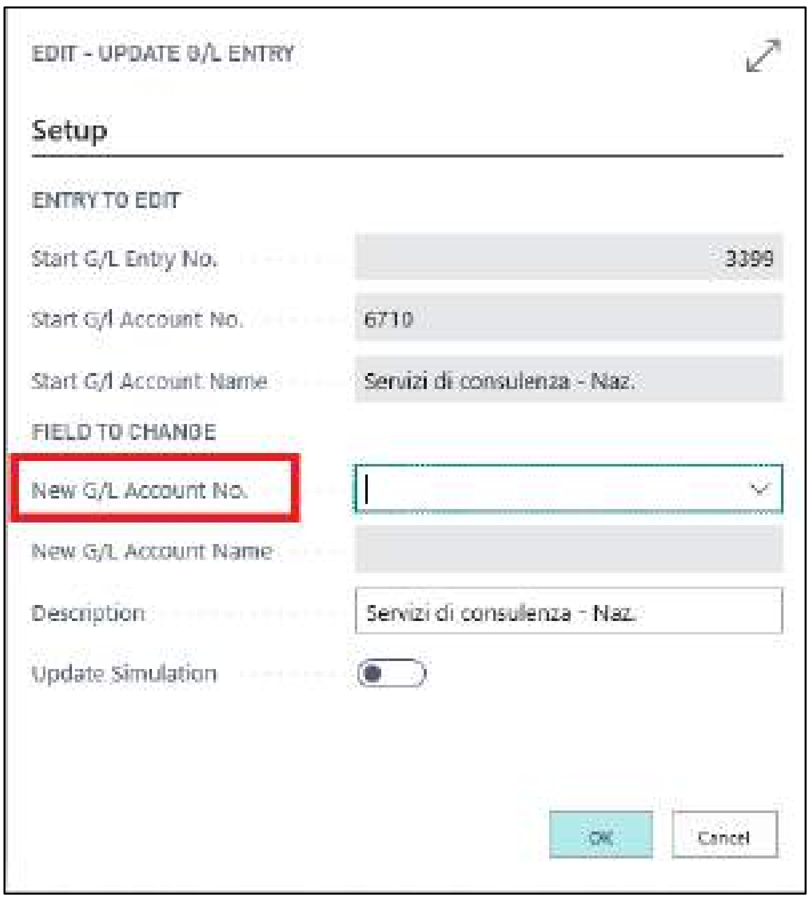


11.4 Update General Ledger Entries

Using the **"Update G/L entry"** function, it will instead be possible to change the G/L account and / or the bank account in the entry. (only for entries deriving from journals)



After selecting the entry and calling the function, a new page will open where you have to enter the new account.

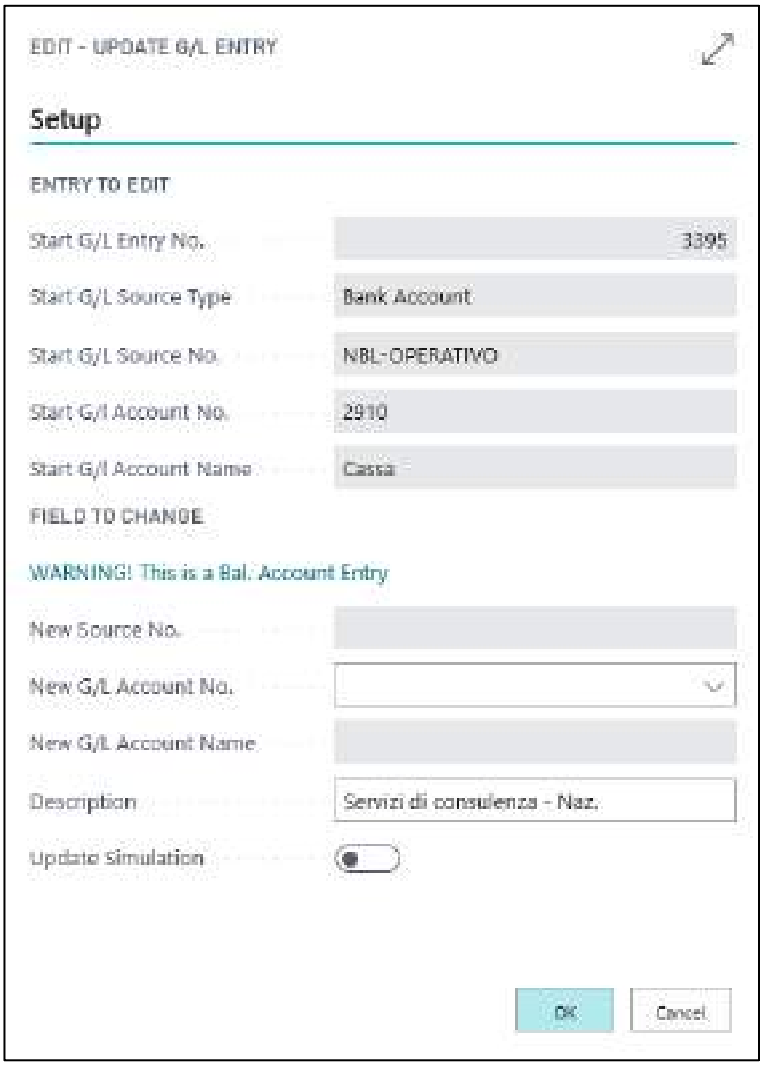


After giving the ok, another warning will appear to confirm the change. By clicking on **"YES"** the change will be finalized.

In addition to the modification of the single account, it will be possible to modify the bank account for the journal entries that do not derive from bills.

The bank account change follows the same logic as the G/L account. However, you have to select an entry that has a bank account.

After selecting the entry and calling up the modification function, the following pop-up will open in which the new bank account must be inserted.



11.5 Credit Memo Numbering

The possibility of assigning a different numbering to the posted credit memos has been introduced, both on the purchase and on the sales side.
A different numbering can be assigned according to the VAT business posting groups. The assignment in fact follows BC's standard logics.
To set the numbers, just go to **" VAT Business Posting Groups"**, where two new columns have been inserted "**Def. Sales Cr. Memo Operation Type”** and **“Def. Purch. Cr. Memo Operation Type "**.