

## **PRIME - Advanced Financials**

Manual

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### 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  $\mathbf{Q}$ , enter "Simulation Setup" in the search bar, then choose the related link.

ELL ME WHAT YOU WANT TO DO	2 ×
simulation setup	×
Go to Pages and Tasks	

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;
- 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.

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General			
SIM. POSTING PERIOD		SIM. TO G/L	
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Lock Delete Sim, Before	E	Default Jnl. Batch Name	DEFAULT
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#### 2.2 SIMULATED G/L ENTRIES

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

TELL ME WHAT YOU WANT TO DO	$\mathbb{Z}$ $\times$
sim. general	×
Go to Pages and Tasks	
> Sim. General Journals	Tasks

In order to post the entries, it is necessary to create a new G/L Journal Template:

Select the icon **Q**, enter **"General Journal Templates"** in the search bar, and then choose the related link.

TELL ME WHAT YOU WANT TO DO	$\mathbb{Z} \times$
general journal tem	×
Go to Pages and Tasks	
> General Journal Templates	Administration

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.



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			11							

# 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".

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"  $\rightarrow$  "Navigate"  $\rightarrow$  "Template"  $\rightarrow$  "Batches"

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	See Betchen	menus		TYPE	18.	ACCOUNT TYPE	ACCOUNT NL	PAGE IU	NO SERVES	POSTING NO. SERIES	SDURCE CODE	REASE

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.



General .	Journal Bate	ches				
,⊃ Search + New	😎 Edit List 🛛 🔒 Delete	Process Re	port Navigat	e Show Atta	ched	∀ ≡
NAME	DESCRIPTION	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.	NO. SERIES	POSTING NO. SERIES	REASON CODE
SIMULATED	simulated journal	G/L Account		SIM	SIM+	

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;

,P Searth	Show Attached 🛛 🔯 Open in Eccel	<u> </u>		
GENERAL JOU	RNAL TEMPLATE LIST			<i>ل</i> <sup>7</sup>
NAME	r		DESCRIPTION	
SIMU	LATA	10	flegistrazioni simulate	
SIMU	STAJ		Registrazione simulate	
SIMU	LATE T		Registrazioni Simulate	
SIMU	LATED		Simulated Journal	
				OK Creat

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.

ELL ME WHAT YOU WANT TO DO	2	×
recurring sim		×
e se a l'activitation de la companya		
Go to Pages and Tasks		

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).

	GENERAL JOURNA	LEATCHES + Net	~								2
	NAME	DESCRIPTION		BAL ACCOUNT TYPE	BAL ACCOUNT NO.	NO. 1	SERIES	POSTING NO. SERVES	REASON CODE	REC.	CO. VAT SE. TO JNL. LIN.
	SIMULATEU	Recurring Sm. Inter	rul	G/L Account	l.			SIM+		Ves	
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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;

🔎 Search Show Attached 🛛 🖬 O	en in Excel	
GENERAL JOURNAL TEMPLATE LIST		2
NAME	DESCRIPTION	
SMULATA	Registrazioni simulate	
SMULATE	Registrazione simulate	
SMULATE 1	Registrazioni Simulato	
SMULATED	Simulated Journal	
		DE Canal

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**":

Batch Name				3	SIMULATE U				63
Manage	Pos	t 🗃 Alloc	ations	More optio	ns				18
RECURRI . METHOD		RECURRI_ FREQUE	POSTING	DOCUME. TYPE	DOCUME.	ACCOUNT TYPE	ACCOUNT NO.	DESCRIPTION	
FFied	1		1/28/2021			G/L Account			

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.

TELL ME WHAT YOU WANT TO DO	ZX
chart of account	×
Go to Pages and Tasks	
	(1923)

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

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2	[NAB: REVIEW]SIM - AddCurrency Balance at Date	
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	Add -Currency Balance at Date	
	Additional-Currency Balance	
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	Consol. Credit Acc.	
2	Cost Type No.	
0	Coreol. Translation Method	
D	Default IC Partner G/L Acc. No	
2	Orfault Deferral Template	
2	Balance Difference	

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;
- 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  $\rightarrow$  Navigate  $\rightarrow$ Entry  $\rightarrow$  Dimensions", the "Dimension Set Entries" tab will be displayed, showing all the dimensions associated with the account.



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7 JWA REVEWIWHE Latries								

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

Process Account Belance	ShowAttached More options		
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(NAB: REVIEW]AMC - Sime	ulation Stats.		
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#### 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.

TELL ME WHAT YOU WANT TO DO	$\mathbb{Z}$ $\times$
SIM G/L Registers	×
Go to Reports and Analysis	

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

P Search	Pro	Navig	ate Show /	Attached	Open in Excel	More options		8	-
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NC.		CREATION DATE	USER ID	SOURCE CODE	BATCH NAME	FROM ENTRY ND.	TO ENTRY NO.	FROM VAT ENTRY NO.	E
4	Ŧ	6/25/2019			COMPETEN	7	52	0	
3		6/25/2019			ANDREA	5	6	0	

#### 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.

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	a vargroup company

	earch Pr	ncess Navig	pate Show	Attached	Open in Excel	More option	15	Y	-
×D	elete 🕴	Copy To GAL	👫 Sim Co	apy To GL	🗣 Post To G/L				#
	NO.	CREATION DATE	USER ID	SOURCE	BATCH NAME	FROM ENTRY NO.	TO ENTRY NO	FROM VAT ENTRY NO.	ENT
	4	6/25/2019			COMPETEN.	- 7	52	0	
	3	6/25/2019			ANDREA	5	6	0	
4	6/25/7	019			COMPETEN	Ť	52.	0	
3	6/25/2	8014			ANDREA	15	6	0	

#### 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.

Δ	VARPRIME
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D Search	Process Nevig	ste Show /	Minched Di	Open in Excel	More option	s	7	=
× Delete	€ Copy To G/L	💽 Sim Cap	ay to GL 🛛 🔹 I	Post To G/L				-14
NO.	CREATION DATE	USER ID	SOURCE CODE	BATCH NAME	FROM ENTRY ND.	TO ENTRY NO.	FROM VAT ENTRY ND.	EN
4	6/25/2019			COMPETEN	S 7.	52	0	
3	6/25/2019			ANDREA	5	6	0	
elete Entries Ise Batch No. Ser	les	•						

#### 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.



X Delete       Copy To GAL       Sim Copy To GL       Post To GAL       FROM       TO ENTRY       FROM VAT NO       ENTRY NO       ENT       ENTRY NO       ENTRY NO	D Search	Process No	avigate Show	Attached	Open in Excel	More options	Ê.	7	-
NO.     CREATION DATE     SOURCE USER ID     CODE     RATCH     FROM ENTRY NO.     TO ENTRY FROM VAT NO.     FROM VAT ENTRY NO.       4     1     6/25/2019     COMPETENL     7     52     0       3     6/25/2019     ANDREA     5     6     0	× Delete	Copy To C	int. 📓 Sim Co	xpy To GL 🔹	Post To G/L				4
4       1       6/25/2019       COMPETENL       7       52       0         3       6/25/2019       ANDREA       5       6       0         DIT - CHOOSE GEN. JNL. SETUP         Image: Complete Name         ien. Jril. Template Name          iekth Name          iekth Name          iekth No. Series	NO.	CREATIO	N USER ID	SOURCE CODE	BATCH NAME	FROM ENTRY NO.	TO ENTRY NO	FROM VAT ENTRY NO.	ENT
3 6/25/2019 ANDREA 5 6 0	4	6/25/201	9		COMPETEN_	7	52	0	
EDIT - CHOOSE GEN. JNL. SETUP	3	6/25/201	9		ANDREA	5	6	0	
	Jelete Entries Jse Batch No. Serie								

#### 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.



P Search	Pro	Navig	ate Show	Attached	Open in Excel	More options		8	=
× Delete	•	Copy To G/L	Sim Co	py To GL	🝁 Post To G/L				-04
NO.		CREATION DATE	USER ID	SOURCE	E BATCH NAME	FROM ENTRY NO.	TO ENTRY NO.	FROM VAT ENTRY NO.	EN
4	3	6/25/2019			COMPETEN	T.	52	0	
3		6/25/2019			ANDREA	5	6	0	

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.

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9411.	CREATION DATE	USERIE	SOURCE CODE	JOURNAL BATCH NAME	FROM ENTRY NO.	TO ENTRY CIN	FROM VAT	DAT
4	6,25,0010			COMPLIEN_	7	17	0	
1	6/25/2919			ANDREA	5		ø	
		INAR RE	vleWjDo you war	vt to post To GA.1				

#### 2.5.5 Suggest Reversal

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





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🔟 Register 🗸								
🗲 Сору Ть G/L	1	USERID	CODE NAME	531113	NO.	ND	ENTRY NO.	÷
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+ Past To G.A.	020	ALBERTO.BRA	SIM		801	802	0	
	020	STEFANIA.SAS	COMP	ETENZE	745	E00	0	
T2 Suggest Reversal		STEEANIA SAS	SIM		743	744	0	_

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.

TELL ME WHAT YOU WANT TO DO	2 ×
accruals setup	×
Go to Pages and Tasks	
Accruals Sation	Administration

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

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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.

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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.

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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.

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

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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.

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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.

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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.

ELL ME WHAT YOU WANT TO DO	∠~ ×
g/l entry periodic	×
Go to Pages and Tasks	

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;



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#### 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.

TELL ME WHAT YOU WANT TO DO	$\swarrow$ $\times$
customer invoi	×
Go to Reports and Analysis	
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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.

TELL ME WHAT YOU WANT TO DO	$   \ge \times $
customer credit memo	×
Go to Reports and Analysis	

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.

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#### 3.3.4 Vendor-Receipt to invoice

To create the accrual entries relating to invoices to be received, simply select the icon  $\square$ , 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:

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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.


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And:	Buy-from Vendor No.	8	is (	×
	Posting Date	×	is	



## 3.3.5 Vendors-credit Memos to invoice

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

ELL ME WHAT YOU WANT TO DO	~ ×
vendor credi	×
Go to Reports and Analysis	

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.



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## **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.

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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 **Q**, enter **"VAT Settlement - Preview"** in the search bar; then choose the related link.

ELL ME WHAT YOU WANT TO DO	$\mathbb{Z}$ $\times$
vat pre	×
Go to Reports and Analysis	

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

Starting Date			<b>C</b>
Ending Date			611
Period starting page			0
	1		0
Period starting year			
reriod starting year			
Period starting year			

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 **Q**, enter **VAT Calculation-Reprint**" in the search bar; then choose the related link.

TELL ME WHAT YOU WANT TO DO	2 ×
VAT calc reprint	×
Go to Reports and Analysis	
이 것은 상황님은 것을 것을 것을 것 같아요. 그 것은 것은 비행을 갖고 있다. 것이 없는 것	

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

Starting Date		 	Ē
Ending Date			茴
Period starting page			1
Period starting year			0
Print Year Summary	••••		

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."

TELL ME WHAT YOU WANT TO DO	$\swarrow$ $\times$
prev. post.	×
Go to Reports and Analysis	
Prev. Post. Entry Purch. Inv.	Reports and Analysis

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.



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ow results					
Where:	No.	×	12		
And:	Buy-from Vendor No.	~	ist.		
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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:

TELL ME WHAT YOU WANT TO DO	2 ×
fixed asset setup	×
Go to Pages and Tasks	

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

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io to Pages and Tasks	
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Now select the desired line and click on "View  $\rightarrow$  options  $\rightarrow$ Navigate  $\rightarrow$ Depr. Book.  $\rightarrow$  FA Journal Setup".



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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.

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## **5.2 SYNTH. DEPRECIATION BOOK**

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

ELL ME WHAT YOU WANT TO DO	$\nearrow$ $\times$
synth. Deprecia	×
Go to Reports and Analysis	

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.



Depreciation Book	Societa'
Starting Date	1/1/2021 節
Ending Date	12/31/2021
Print per Fixed Asset	
Print Inactive F.Asset	•
PAGE NO.	
Print Page Number	•
FIRST PAGE	
Koar	2021
Page	1
COMPANY INFORMATION	
Print Company Informations	
Name	CRONUS Italia S.p.A.
Address	Plazza Duomo, 1
Post Code City County	20100 Milano
Register Company No.	
VAT Registration No.	(NAB: REVIEW]Partita IVA: 280519772004
Fixed Asset	
Show results:	

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.

TELL ME WHAT YOU WANT TO DO	2	$\times$
calc sim		×
Go to Pages and Tasks		
> Calculate Sim. Depreciation Tasks		

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.

Options			Show more
Depreciation Blook	sace	ana a	 ×
Posting Date	1/28/	2021	65
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Use Acc./Red. Depr.		20	
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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  $\mathbf{Q}$ , enter "**Purch. WF Setup**" in the search bar; then choose the related link.

TELL ME WHAT YOU WANT TO DO	2	$\times$
purch wf		×
Go to Pages and Tasks		
> Purch. WF Setup Administration		
> Purch. WF Setup Administration		

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

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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.

Numbering					
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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".

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		11							11	10

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.

ELL ME WHAT YOU WANT TO DO	~ ×
contrac category	×
Go to Pages and Tarks	
Go to Pages and Tasks	

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.



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## **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.

TELL ME WHAT YOU WANT TO DO	2	×
contract hea		×
Go to Pages and Tasks		

#### To create a new purchase contract:

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

	ADER LIST	WORK DATE 1	/28/2021						
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In the **"General"** section:



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- 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.

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

		III OPENIARS STORES				Level of		
TYPE	NO.	DESCRIPTION	PROJECT	CODE	DESCRIPTION 2	MEASLINE	QUANTITY	UNIT COST
G/L Account	8230	Spine telefoniche	TOYOTA	PROD			1	150.00

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





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DE.	1M	12/21/2021	1/1/2821	Z	IVA10	150.00	34410	156.00	1	G/L Account

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"  $\rightarrow$  "Update status"  $\rightarrow$  "Open/Release Purch. Req."

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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  $\square$ , enter "Purch. Contract Released List" in the search bar; then choose the related link.

TELL ME WHAT YOU WANT TO DO	$_{\sim}$ $\times$
purch con	×
Go to Pages and Tasks	
> Purch. Contract Released List	Lists

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

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Box-fram Country Code		w.		

From the page "Purchase Contract Released List", selecting "Navigate"  $\rightarrow$  "Contratti"  $\rightarrow$  "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.

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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.



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#### 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.



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Parch Invol.,	12	10			8230	12/1/2821	PROD	JOYOFA.	Spese telefoniche		

• 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.

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• 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.

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#### **INSTRUMENTS:**

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



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# 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:

rost driving.	×
io to Pages and Tasks	
Cost Driving List	Lists

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.

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



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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.

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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.

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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.

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## 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:

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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:

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#### 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.

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#### 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;

Dimensions					
Dimension Code	REPARTO	×	Statistical IndexCode		v
Dimension Value	ANIM	~	Insert Dim. Value in Blalloca	•	
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After inserting the accounts in "date filter" and the dimension in "dimension value" it will be necessary to click on "insert accounts" function:

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

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

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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.

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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.

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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.".

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ACCOUNT N0, 7150 8110	DESCRIPTION Costi di trasporto, dett. Pulbia	ALLOCATED AMOUNT 211.12 769.53	TOTAL AMOUNT 211.12 769.53	AMMINISTRA. -211.12 -769.53	PRODUZIONE 105.56 384.77
ACCOUNT NO, 7150 8110 8120	DESCRIPTION Costi di trasporto, dett Pulzia Energia elettrica e riscald.	ALLDCATED AMOUNT 211.12 769.53 1.028.16	TOTAL AMOUNT 211.12 769.53 1.028.16	AMMINISTRA. -211.12 -769.53 -1.028.16	PRODUZIONE 105:56 384.77 514.08
ACCOUNT N0. 7150 8110 8120 8130	DESCRIPTION Costi di trasporto, dett. Pulizia Ervergia elettrica e riscald. Riparazioni e manutarazione	ALLDCATED AMOUNT 211.12 769.53 1.028.16 7.010.99	TOTAL AMOUNT 211.12 769.53 1.028.16 7.010.99	AMMINISTRA	PRODUZIONE 105:56 384.77 514:08 3,505:50
ACCOUNT N0, 7150 8110 8120 8130 8210	DESCRIPTION Costi di trasporto, dett. Putzia Energia elettrica e riscald. Riparazioni e manutarizione Spise di cancelleria	ALLOCATED AMOUNT 211.12 760.53 1.028.16 7.010.99 1,769.96	TOTAL AMOUNT 211.12 769.53 1.028.16 7.010.99 1.769.95	AMMINISTRA -211.12 -769.53 -1,028.16 -7,010.99 -1,769.96	PRODUZIONE 105:56 384.77 514.08 3,505:50 884.98
ACCOUNT N0, 7150 8110 8120 8130 8210 8230	DESCRIPTION Costi di trasporta, dett. Pulzia Energia elettrica e riscald. Riparazioni e manutanzione Spese di cancelleria Spese telefoniche	ALLDCATED AMOUNT 211.12 769.53 1.028.16 7.010.99 1,769.96 206.72	TOTAL AMOUNT 211.12 769.53 1.028.16 7.010.99 1,769.96 206.72	AMMINISTRA. -211.12 -769.53 -1.028.16 -7,010.99 -1,769.96 -206.72	PRODUZIONE 10556 384.77 514.08 3,505.50 884.98 103.36
ACCOUNT N0. 7150 8110 8120 8130 8210 8230 8240	DESCRIPTION Costi di trasporta, dett Putzia Energia elettrica e riscald. Riparazioni e manutanzione Spese di cancelleria Spese telefoniche Spese postali	ALLDCATED AMOUNT 211.12 769.53 1.028.16 7.010.99 1,769.96 206.72 100.01	TOTAL AMOUNT 211.12 769.53 1.028.16 7.010.99 1,769.96 206.72 500.01	AMMINISTRA. -211.12 -769.53 -1.028.16 -7.010.99 -1.769.96 -206.72 -100.01	PRODUZIONE 105:56 384:77 514:08 3;505:50 884:98 103:36 50:01

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


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Create Sim.					
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ACCOUNT NO 7150	DESCRIPTION	ALLOCATED AMOUNT 211.12	TOTAL AMOUNT	AMMINISTRA.	PRODUZIONE 105.54
ACCOUNT N0. 7150 8110	DESCRIPTION Costi di trasporto, dett. Pulota	ALLOCATED AMOUNT 211.12 769.53	TOTAL, AMOUNT 21112 769.53	AMMINISTRA. -211.12 -769.53	PRODUZIONE 105.54 384.7
ACCOUNT N0 7150 8110 8120	DESCRIPTION Costi di trasporto, dett. Pulota Energia elettrica e riscald.	ALLOCATED AMOUNT 211.12 769.53 1.028.16	TOTAL AMOUNT 211.12 769.53 1.028.16	AMMINISTRA	PRODUZIONE 105.5 384.7 514.0
ACCOUNT N0. 7150 8110 8120 8130	DESCRIPTION Costi di trasporto, dett. Pulosa Energia elettrica e riscald. Riparazioni e manutenzione	ALLOCATED AMOUNT 769.53 1,028.16 7,010.99	TOTAL AMOUNT 211.12 769.53 1.028.16 7,610.99	AMMINISTRA -211.12 -759.53 -1.028.16 -7,010.99	PRODUZIONE 105.5 384.7 514.0 3,505.5
ACCOUNT NO. 7150 8110 8120 8130 8210	DESCRIPTION  Costi di trasporto, dett.  Pulata  Energia elettrica e riscald.  Riparazioni e manutenzione  Spese di cancelleria  Casca koldesiste	ALLOCATED AMOUNT 211.12 769.53 1.028.16 7,010.99 1.769.96	TOTAL, AMOUNT 211.12 769.53 1.028.16 7,810.99 1.769.96	AMMINISTRA -211.12 -769.53 -1.028.16 -7.010.99 -1.769.96	PRODUZIONE 105.5 384.7 514.0 3,505.5 884.9
ACCOUNT N0 7150 8110 8120 8130 8210 8230	DESCRIPTION Costi di trasporto, dett. Pulata Energia elettrica e riscald. Riparazioni e manutenzione Spese di cancelleria Spese telefoniche	ALLOCATED AMOUNT 211.12 769.53 1,028.16 7,010.99 1,769.96 206.72	TOTAL, AMOUNT 211.12 769.53 1.028.16 7,010.99 1.769.96 206.72	AMMINISTRA -211.12 -769.53 -1.028.16 -7.010.99 -1.769.96 -206.72	PRODUZIONE 105.54 384.7 514.0 3,505.5 884,9 103.3

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)



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Discovered No.	20/0-1	*	Currency Code				Ŷ
Manage Process	Page Post/Print Line	Account Actions Navio	dte Fewer options				$\nabla \odot$
OPERATION OCCURRED DATE	REFERS TO ACCOUNT NO.	DESCRIPTION	AMERICA AMERICA	CHEDIT AMOUNT	Dimensions ~	Photo State	
1/1/2020	00000	Movimenti, pormale 2020		2403.62	DIMENSION	VALUE	
1/62020	000005	Moviment, generals 2020	1,702.81		CODE	CODE	DIVENSIO
1/1/2020	000005	Novement, gennalo 2020	1,752.03		REPUTO	78/85	(onmint)
1/1/2020	20000S	Movimenti, gerinalo 7020		769.51			
1/1/2020	DEDORTS.	Novementi, gennalo 2020	384.77				
1/1/08/20	000005	Movimenti, gennaio 20/0	384.70		Incoming Docu	ment filer.	211
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1/1/2020	000005	Mosimenti, gennalo 2020	514.08				
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1/1/2020	000005	Moviment, gennaio 2030		360537	100000000000		11.1.1
1/1/2020	000005	Movimenti, germako 2020	1,802,69			Contra Artista de Se	a and a

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## 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.

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01				
Room multices	Prever show Attached Mon option			
General				
Altocation Nerve	Dt	GA. Account Filter	4 105, 9999	-
Allocation Norse Tamid Reguliants	m v	GA. Account Ellin Statistical IndexCode	6105,0000	- -
Allocation Norse Großt Reg Juriti Chock Weight %	M 	GR. Account Filter Statistical IndexCode Driver Code	0105,0000	÷

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.

ELL ME WHAT YOU WANT TO DO	2 >
statistical index list	×
Go to Pages and Tasks	

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

۶	Search	+ New	🐯 Edit Ust	🔒 Delete	Show Attached	Dpen in Excel	More options	Y	-
	co	DE			DESCRIPTION	κ.			
	*								

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

O Search	+ New	🐯 Edit List	😭 Delete	Show Attached	Dpen in Excel	Navigate	iii	Ÿ	#
Statistical Ir	idex v.						1		-84
	1								

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

Δ	VARPRIME
	a vargroup company

Show Attached	More op	tions		
General				
Code	65		Dimension Code	4
Description	Alloc	ation Drivar		
Statistical Index Sub	Form	Manage		Ež
START PERIOD		INDICATOR CODE	DESCRIPTION	COMPUTATION VALUE
	1000			0.00

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# 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.

A DECK DECK DECK DECK DECK DECK DECK DECK	
So to Pages and Tasks	
> User Setup	Administration

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

Western The Western	-	an al a di	940							12
Ju 36001 + New	IN COLUMN	E Dente	Show	Altered	Cavarian Excel					. Y .
USERIO	ALLEW POSTING FROM	ALLOW POSTING TO	NE. TIME	SALESPER CODE	SALES RESP.CTR. FILTER	PURCHASE RESP. CTN. FILTER	SET WEE HESP. CTH. FILTER	THE SHL AD	E-MAR	PLITCH. REGISTS USER TYPE
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GAMADICA.A.			·10					0		
MORTIZATA.			-13					12		
			111					- 1		

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.

TELL ME WHAT YOU WANT TO DO	$\swarrow$ $\times$
purch, WF setup	×
Go to Pages and Tasks	

		0	+ 8		⇒' SAVED
Purch. WF Se	etup	100			
Show Attached More optic	W15				
General					
CdC Diminsion	Global Dimension 1	14	Cost Center Mandatory		
Check Dimension on Release	•		Vendor Mandatory		
Suggest Purchase Request Line	•		Buyer Mandatory		
Check Competence Release RDA			Cumulative Budget		
Budget					
Eudget Name		~	Check Budget	-	
Badget Period Check	Month	7			
Numbering					
Service Nos.	SER.	÷	Purch. Contract Nos.	FOR	i.
Purch Request Nos.	REQ: VEN		Manual Payment Nos.	PAY-NUNN	Ş

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":

purch. req.	÷
Go to Pages and Tasks	Show less (3
> Purch. Req. List	Lists
> Purch. Reg. Line Buffer	Lists
> Purch Get Res. G/L Entry	Lists
> Purch. Contract Released List	Lists

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

D Search	+ New N	Aanage Request Approva	l Release	Show Attached	📴 Open in	Excel	7 :
PURCH REQUEST NO	APPROV STATUS	DESCRIPTION	DESCR	IPTION 2	PURCH. REQUEST DATE	USERID	VENDO CODE
		Ohere	is multiling to she	w in this view)			

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



Proses Raqu	ant Approval 644	nater Show A	Hached Mere option	*					
General									
Punch Require N	ŋ.			Payo	of Tariti	*		ģ	
Devolption		1		Depar	Itterit Code	-		2	
Description.2				Prigo	t Gride				
Purols Regard D	dir .			E Carr	ny factor				
User ID				Curre	ky Code				
Pepasiti Mello	d 🔹 🍍			- Apple	ved Status.	Open			
Verstor Coste	*			~					
Purch, Request	t Line Subform	Menope	More options					6	
TYPE	NC.	WI BUS. POSTINO BROUP	DESCRIPTION .	CUMBENCY	DESCRIPTION 2	UNIT OF MEASURE CODE	DUANTITY	REH STY	
	2002/01	1010000		a trans-		14666			

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:





Process Respect Approve	Fallene Stow Attached More options				
General					
Rants-Barguard No.	P\$0801 ····	Paymant Norrec	EM.	0	
Description		Osparisteen Code		÷	
Description 2		Project Code		Ŷ	
Arch Regard Date	1/7/2020	Currency Factor	1.45482035095308		
(tor D	MORTZATAGHDB	Garrency Code	640	×	
Paymonth Mattinel	THASERAME U	Apprecial Status	Epun		
Versilar Dode	GT#05/85				

#### 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

urca, sequest th	ie aubronn	menage	ware chrone					10.1
TYPE	ND.	VAT BUS. POSTING GRIDUP	DESCRIPTION	CURRENCY CODE	DESCRIPTION 2	MEASURE CODE	BUANTITY	REM OTATO RECEIVE
Service		-					0.00	0.0

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

PORCH REQUEST WORK & PROD01	ATE 1/28/2021		Ø	) + m					
Process Request Approv	d <u>falaza</u> Sho	e Attached More og	tions. (						
Referer	Cancel .								
Description				Depart	mant Code			1.74	
Pescration 2				Pojet	Code			Ψ	
Purch: Respend Oake	1/7/2020		Ø	Come	cy faitur		1.49482026095328		
(Sec II)	NORTEZA 3	NORTEZA JAGHDISI		Corners	y Code	C40			
Paperenth Method	TEASTEANE		$\sim$	Appro	of Status	Open			
Windle Gude	019062873								
Purch. Request Line Sub	form Minut	. Managetiens						-53	
TYPE NO.	WOTBUS POSTINO GROUP	DESCRIPTION	0	URRENCY	DESCRIPTION 3	UNIT OF MEASURE CODE	guventury.	REM OT/T	
Garrier					Unareso britand		0.00	0.0	

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

PROOC	17					
Process Reg	vest Approval Relea	se show Attached Attached Nav	igne inversations		G	
D Pelease	Pointing				3	
Omeriphers	🖶 frint Respect		Department Code		*	
Cescription 2	Criste Porthaia	Order	Project Codia		~	
Parih, Bergent I	speed flats 1/7/2020		Convergifietter		1.4945212X0253281	
Gree (D		MCROEZA INVERSION Continues Continues Continues				
Synacth Math	a []	TRANERAMIC	Approval Matter	Cipari		
Weight Caster						

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

R



PR0001				
Province Request Approve	Folgene Show Attached Folgene News	are Feweraptions		
Distance - Posting				
Description Brint R	equest	Department Culle		8
Description 2. B Overte	Purifice Order	Traject Code		
Purch Require Date	1/7/2020 (13	Earning/Nation	1-494840250853	
(ker D	MORTEZA, JAGHOISI	Carrency Code	CAD	
Remonth Method	TRASHBANC V	Approval Status	Open	
Brochet Cicky	01505.001			

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).

General     Press       Weeds Name     Etitistics (Ghill Lines 20,000 = v)     Weeds Supressi Nam       Contact     Signa Lines Iancati     Operation Sypa     II-IN-ACQ       Document Data     (Ab2021 @ Activity Code     123458       Operation Occurrent Data     1/30/2021 @ Cleck, Total     1/673       Weeds Invision Nam     28874     1/673	General     State of the larges S(0)     Non-description     Non-description       Weaks Name     State of the larges S(0)     Non-description     Non-description       Contact     State of the larges S(0)     Non-description     Non-description       Non-description     Non-description     Non-description     Non-description	Process Rolease	Risting	Order Request A	oproial P	weseid	Navigate	Show Attached More sa	Rora		
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### 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.

TELL ME WHAT YOU WANT TO DO	$\swarrow$ ×
approval user setup	×
C. L. D	
Go to Pages and Tasks	

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

,D Search + New	THE GOVERNME	B Delete	Approval B	ier Setup	Tet 💣 To	disatio	Setup Shi	w Atad	ed 🖬 Open	in Broel	Υ.	14
USERIO	SALESPER . CODE	AFPROVER ID	SALES AMOUNT APPIROV. LIMIT	UN SA AP	PURCHA. AMOUNT APPROV. LIMIT	UN. PS., AF.	REQUEST KHOLNIT APPROF. LINIT	UNL RE AF	SUBSTITUTE	E-MAL		AP.
AMONEA.#RA		-		0				0				1
IIICAPORIDO		MOREZA TAG	E .			LE						E.
MORITZA.TA.				0		EJ.		0				10
				1.1		D.		-53				10

#### 8.2.1.2 Workflow Creation - Direct Approver

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



TELL ME WHAT YOU WANT TO DO	∠ ×
workflow	×
Go to Pages and Tasks	Show all (10)
> Workflows	Lists

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

New Pro	cess Manage	Show Attached	Open in Excel	More options	2
1 New	Parktia	w from Template	E Copy Workflow		-6

Workflow Templates:	New -	Manage	Show Attached ~	Open in Excel	Actions ~	Fewer options
DESCRIPTION						
Documenti di acquisto						
Workflow di approvazio	re ordine acq	uisto programm	ato			
Workflow di approvazio	ne nota credit	to acquisto				
Workflow di approvazio	ne fattura acc	puleto				
Workflow fatture acquis	10					
Workflow di approvazio	ne ordine acq	otela				
Workflow di approvazio	ne offerta acc	otsius				
Purchase Request Appro	val Workflow	( ) ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (				
Workflow di approvazio	ne ordini di n	no acquitta				
Vendite e marketing						
Workflow di approvazio	ne medifica k	nite credito die	du .			
Workflow di approvazio	ne clienti					
Workflow di approvazio	ne articolo					
Workflow di approvazio	ne modifica p	mizzo unitatio an	tinda			

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



NORKFLOW I WORK DATE 1/28/2021	$\oslash$	+ =	- SAVED
MS-PRAFW-01 · PUF	RCHASE REQ	UEST WORK FLOW TEMPL	.ATE
Chimport from Hile Chilipport to Hile D World	low Hep Kolonyes 🔲 Archived	Works, Step Instances Show Attached Nove optices	
(ade	Mes-project	n-01	
Description	FUNCHAS	EREQUENT WORK FLOW TRIMPLATE	
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Enabled			
Workflow Steps Mersey			63
WHEN EVENT	ON CONDITION	THEN RESPONSE	
Approval of a parthesis respect to requested.	-calmayer-	Fitnaswere Intifactore record.	

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"**.

MORNFLOW   WORK 0	ATE 28/07/2801		. 🕗 -	- 商	- SAVED
MS-PRA	PW-01 ·	Purchase R	hase Request Approval Workflow		
C Import from Tile	Caport to Tile	Workfune Step Instances	T Anthred Wo	RRSup itstances Show Attached Hote opticies	Ø
Code			из-телли с		×.
limototoo			Purchaset Repi	ant Approval Werkflow	
Graphy			PURINDOC		
Installed					
Workflow Steps	Manage				53
WHEREEVENT		ON CONDITION		THEN RESPONSE	
Approvat of a pu	rchase request is requ	ested. 🔣 Approval Bostus	Open	(+) Applungere Imitazione record.	
Notriada appro-	vapine approvala	Panoling Approx	ele: 0	(1) Resummers Restautorer sound	
Richiesta apuro	vozione approvata.	Pandling Approx	els: ell-	teviare la ridniesta di approvazione per il record e creare una redal	lica.
Richissta appro	vazione riflutata	(X)waye+		(+) follutare la richieste di approvazione per il riccord e creare una	retfica.
As approval rec	poest has a purchase in	suited lowerquy trauge	Fending Approval	(+) Armultare la richiesta di approvazione per il record e covere un	in rolling.
fishesta appro	vozione delegata	ONWRYS>.		teviare la richiesta di approvazione per il record e cresse una notifi	lica.

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



Aggiungeru Timi	taxione record.	.X +++
Impostate lo sta	to documento su Approvazione in sospeso.	
Creare una richie	esta di approvazione per il record utilizzando il tipo di responsabile approvazione Appr	over e approver limit type Appro
Inviare la richiest	ta di approvazione per il record e creare una notifica.	
ions for the Col	lected Bernance	
ions for the set	iected nesponse	
cannot set option	is for this workflow response.	

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.

A



and the second strategies and her york the str		
Aggungere limitazione record.	4.4	
Ervere une richieste di approvazione per il Inviare la richiesta di approvazione per il	r il record utilizzando il tipo di responsabile approvazione Approv record è creare una notifica.	et e approver find byje 🗴 🐭
Options for the Selected Response		
Jue Date Formula		
Delegate After	Never	*
Аррианат Туре	Approver	
the second se	Approver Chain	
loprover limit Type		

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.



	WORKFLOW I WORK CATE: 28/0V2020	0	- III - Swed	1. 14
	MS-PQAPW-01 · Wor	rkflow of Purc	hase Request Approval	
	🕃 import ban file 🛛 Expant to file 🗮 Walding	e Singe Barkarison 👘 Archineel We	kt. Top forteron Show Attached More options	0
	Code	MS-POAPW-0	0	
	Description	Workflow of P	arthure Request Approved	1
	Category	PURCHOIC		4
	Enabled			
ľ	Workflow Steps Manage			61
	WHEN EVENT	ON CONDITION	THENRESPONSE	
	4 necessaria l'approvazione di un documento c 👔	Document Type: Querky Stature D.	(+) Aggiungere limitatione vecent	
	Richiesto opprovazione apprevota.	Penaling Approvals: 0	(r) Renativere lepitasione record.	
	Richiesta approvazione approveta.	Pending Approvals >0	Inviana la richiesta di approvezione per il record a craesa una notifica.	
	Richiesta approvazione rifiutata.	«Always»	(+) Fillutore la richiesta di approvazione par il record e creare una nottica.	
	Richiesta di approvazione per un decument	Document Type Quinto: Etabus: P.,	(+) Annultare la indrincto di appreviatione per il recent o crosso una notifica.	
	Richiesta approvazione delegata.	villways-	Invites la richesta di approvediane per il record e create una riotifica.	

#### 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.

PR0001					
Process Argunt Approv	beene Show Attached	Action Naviga	a fover options		
Send Approval Request	Cascel Approval Tequeet	4speniek			
Purch RequestNo.	SHOOL SHO	-0.4	Payment Territo	CM	104
Description			Department Code		
Description 2			Project Code		
Purch Report Date	07/01/2020		Liverency factor		1.49492026005328
User ID	MERTEZATAGHON		fammercy Code	040	4
Paperent/cMethod	TRAVITIANC	S.	Approval Weites	Reinmed	
Carbon and	242242A2				

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.

Import from File       Incorptions       Monthly Step Instances       Monthly Step Instances       Show Attached       Mont options       Show Attached       Show Attached <th>M</th> <th>S-PRAPW-01 · Pu</th> <th>irchase R</th> <th>equest</th> <th>Approval Workflow</th> <th></th>	M	S-PRAPW-01 · Pu	irchase R	equest	Approval Workflow	
Cole NC-FRAPH-OF Peccipter  Colegary  Colegary  FURC-SDC  Techest  FURC-SDC  Function  FURC-SDC  Function  FURC-SDC  Function  FURC-SDC  Function	f) in	port from Rie 🖸 Gaport to File 🕅 Wo	dflow Step instances	C Acchived War	M. Sep Estances - Slow Attached - Mulci aptions	
Description     Proclams       Calegory     PURCHDC:       Excluded     PURCHDC:       Workflow Steps     Wangs       Wangs     ON COMPTITION       THER RESPONSE     Processore Control       Rothersta approvatione per il record e creare una notifica       Rothersta approvatione Steps     Processore Processore per il record e creare una notifica       Rothersta approvatione per il record e creare una notifica     Protecta approvatione per il record e creare una notifica	Code			MS-PRAPH-01		
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		Richiesta approvazione delegata.	«Alwayce:		Violane la richiesta di approvazione per il record e conce una notifica.	

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.



RESPONSE Aggiungere limitazione record. Impostare la stato documento su Approvazione Creare una ricriesta di approvazione per il recor	in sospeso.	
Aggiungere limitazione record. Impostare la stato documento su Approvazione Creare una richiesta di approvazione per il recor	in sospeso.	
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Ipen Approval User Setup		

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

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RESPONSE		
Aggiungere limitazione record.		
Impostare lo stato documento su Approv	vazione in sospeso.	
Creare una richiesta di approvazione per il Inviare la richiesta di approvazione per il r	Il record utilizzando il tipo di responsabile approvazione Workflow User Group e workflo record e creare una notifica.	w usar į 📑
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Approver Type Workflow User Group Code Open Approval User Setup	CODE DESCRIPTION	Ľ
Approver Type Workflaw User Group Code Open Approval User Setup	CODE DESCRIPTION	
Approver Type Workflow User Group Code Open Approval User Setup	01 CODE DESCRIPTION	

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.

P Search + New	👼 Edit List	E Deleta	/ Edit	R View	Show Attached	Cipen in Estal	Actions	Fewer options	
Warkflow User Group									
5-en									
CODE					DESCR	PTION			
bt					1				
02									

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.





02			
03			
Show Attached 🛛 🔠 Open in Excur			
DEPARTMENT CODE	CDC DESCRIPTION	1	
АММ	Aniministrazione		
AMM	Anninistrazione		
AMM Workflow User Group Custom Member	Amministrazione Manage	EXTRA	2
AMM Workflow User Group Custom Member USER NAME	Annninistrazione Manage GREATER THAN	EXTRA BUDGET	E SEQUENCE NO.
AMM Workflow User Group Custom Member USER NAME ALBERTO BRAMBILLA	Manage GREATER THAN 0.00	EXTRA BUDGET	E SEQUENCE NO. 1
AMM Workflow User Group Custom Member USER NAME ALBERTO BRAMBELA GIANLUCA PORPIDO	Manage GREATER THAN 0.00 0,00	EXTRA BUDGET	SEQUENCE NO. 1

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

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07	· MKTG				
Show	Attached I Open in Excel				
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Worl					
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Wor	USER NAME ALBERTO BRAMBILLA		GREATER THAN 100,00	EXTRA BUDGET	SEQUENCE NO
Wor	USER NAME ALBERTO BRAMBILLA GIANLUCA PORFIDO		GREATER THAN 100,00 500.000,00	EXTRA BUDGET	SEQUENCE NO

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

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#### *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.

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1340.10	MORTEZADACHOG		Currency Code	00	
Paymenth Nethod	TEMS/ BANK:	ų	Approval Status	Open	
the day of the	01005383	÷.			

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.

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

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RDA0015					
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Deprendit Mathed	TRUSPEAVAC	144	Approval Status	Pending Approval	
Vendor Cotte	01905283	191			

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

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## 8.3 Purchase Request APPROVAL

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

ELL ME WHAT YOU WANT TO DO	$\swarrow$ $\times$
requests to approve	×
Go to Pages and Tasks	

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

REQUESTS TO	APPROVE   WO	ORK DATE: 28/0	01/2021					1	
, Search	<ul> <li>Approve</li> </ul>	× Reject	Delegate	Dipen Record	Comments	Show Attached	<del>о</del> н.	Ϋ Ξ	
TO APPROVE		DET	AILS		COM.	SENDER ID	DUE	E DATE	
			(There is	nothing to show in this t	siew)				



# 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".

	Ľ	Х
edt set		×
Go to Pages and Tasks		
> EDT Setup Administration		

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

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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.



TELL ME WHAT YOU WANT TO DO	2	$\times$
abci reason		×
Go to Pages and Tasks		
> ACBI Reason Lists		

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

-	ACBI REASON I V	WORK DATE 10/	03/2021			1
	,A Search H	- New 😨 E	dit Lict 🖀 Delate	📌 Bank Setup Show Atta	ached 🛛 Open in Excel \cdots	$\nabla =$
	ACBI CODE	SIGN	DESCRIPTION	NOTE	SUDDEST LINE TYPE	BAL. ACCOUNT
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	16					
	26					
	50					

# 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.



TELL ME WHAT YOU WANT TO DO	$\swarrow$ $\times$
bank stat import	×
Go to Pages and Tasks	
> Bank Statement Import	Lists
Go to Reports and Analysis	
Import Bank Statement	Reports and Analysis

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

SELECT A PROPER CBI FILE	$\checkmark$
	Choose Cancel

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.



EDIT - CREATE BANK STATEMENT		2
Starting date	 	Ħ
Ending date		曲

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

TELL ME WHAT YOU WANT TO DO		$\nearrow$ $\times$
bank state		×
Go to Pages and Tasks		Show all (5)
> Bank Statements	Lists	

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

- 1	BANK STATEM	ENTS I WORK DATE, N	1/03//21/21						
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	4/80000738	e or		01/11/2019	30/11/2019	178,890,62	294.453.79		

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



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Show Attache	d More o	ptions					
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T	06/11/2019	05/11/2019	PD AMERICAN EXPRESS PWV.	NTS EUROPE SL - 70430900000	-19

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

ENT HEADER	WORK DATE: 10/03/20	21 🖉	+ 🗉		SAVED
RIK000	00018 · C	1			
Show Attached	Actions Fee	ver options			
Bank Statemer	t - Function -	Pest 🕪			-b
Statement No.	Fikosoo 1	🖳 Print Test Report	Bank Account No.	052501959510	
Bank Account Co	ode Q1	(g) Post Statement	From Date	01/11/2019	
Bank Account Na	ame _		To Date	30/11/2019	
Bank Stateme	nt Line Subform	Manage Funzioni	Fewer options		63
CH.	TRANSA VALU DATE DATE	E DESCRIPTION	DESCRIPTIO	IN 2	STATEMENT AMOUNT(LC
	06/11/2019 06/11	2019 PD AMERICAN EX	PRESS PAY NTS EUROP	E S.L 70430900000	-47,





# 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.

IA/L ACCOUNT CARD   WORK DATE: 28/0//2021	i i soto	1
2310 · Clienti nazionali		
Process Account Balance Show Attached Mise options		0
Consolidation >	Norvaje Earo (Manual)	1
Reporting>	No: Adjustment	8
Cost Accounting >		
Cost Accounting > AMC - Simulation >		8
Cost Accounting > AMC - Simulation > AMC - Simulation Stats. >		
Cost Accounting > AMC - Simulation > AMC - Simulation Stats. > AMC - Accruals >		4 4 8
Cost Accounting > AMC - Simulation > AMC - Simulation Stats. > AMC - Accruals > AMC - Gestione a Partite		1 (A)

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

G/L ACCOUNT CARD   WORK DATE: 28/01/2021	🧭 + 🗈
2310 · Clienti nazionali	
Process Account Balance Show Attached	ions Report Fewer options
CT Apply Template	
Gestione a Partite	
Cost Accounting >	
AMC - Simulation >	
AMC - Simulation Stats. >	

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

A


Document No.						Remaining Amount				0.00
Description						Hickade Celetas	Open			+
Set Applies to	0 🗎 Upole	day Shimon 🛛 🕅	Newpote	the first Appl	lation.	More optime			3	8.0
APPUES- TO ID	PESTINE	DOCUME.	DOCUME. TYPE	DOCUME.	EXTERNAL DOCUME NO	DESCRIPTION	DEPARTNE.	PHOJECT:	DEBIT	CR
1	C30/12/2019	C11/12/2019		111070		Nodmurk: quette			123417858	
	UT/01/2020	01/01/2820		2022-1		Workmank generato 2020			\$85,667,32	
	0000000	01/01/2030		2020-1		Novimenti gennio 2020			129.391.23	
	81/01/02020	01/01/2520		2020-1		Westmintl, generate 2020				1412.9
	01/02/09/0	01/02/2020		2020-2		Movimenti, felibraio 2020			841,991,74	
	the second									

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

APPLY GENERAL LEDG	ER ENTRIES ( WORK D	MTE: 28/09/2029				-/ SM	ED 💉
UENERAL	1000			0.000-000000			
U.C. POCOMPTONE	2210			Crocer Desirement 1 (1005			
Pesting Date				Global Dimension 2 Code			
Document Type				Arrow			0.00
Document No.				Formaliting Arround			0.00
Description				brokale Eritries	dipen		÷
📷 Sett Applets-Its E)	Tel Update Status	🔁 Navigetar 🙀 Poet A	oplication	Actions Marigate howe	roption		7 0
Estry - Applicat	un ~ 🔠 Set Entry	to link					- 14
10 ID DA	TE DATE	TIPE NO.	NQ.	DESCRIPTION	CODE	CODE AMON	AMOUN
301/	91/2020 01/01/2020	1-0505		Mosteneti, girinaio 2020		565.681	2
01	91/2009 01/01/2028	1-0525		Monimenti, gennolo 2020		129.391	13
01	91/2020 :01/01/2020	5 3026-4		Medanedi, gerinis 2020			1.412.047.5

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.



BENERAL.									
64. Account No.	23.90				filobal Dimension 1 Oxde				
Rooting Unter	31/12/	2019			Global Dimension 2 Code				
Document Type					Amount			123	\$179.58
Discursion No.	196210				Innaming Amount			121	4179.SB
Description	Novim	erto operiti			Induck firstion	Oper			14
🗃 Set Applies to 1D	yelete Setus	🕰 Nevigete	Post App	kation.	Action Norigity Ferry	r oplices		1	0 7
Entry - Application	Set intry	to Link							-9
APPLICS- POSTRA TO ID DATE	EATE	TIPE	NOCUME.	NO.	DESCRIPTION	DEPERTINE.	PROJECT 0000	ANGUNT	AMOUR
the second s	and the statement		3045-4		Moviment: contain 2020			585441.2	
MORTEZAT 1005/20	00 000002020		3100 A.		LICTOR OF DESIGN AND D				
MORTZA1 INDUST	01/01/2020		2020-1		Movimenti, gennaia 2003			129,391,73	

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

100000000000										
GA Account No.		23.12				Global Street-store 1 Code				
Posting Sale		31/14/	201.9			Global Dimension 2 Code				
Document Type						Amount			1,23	4.177,58
Document No.		W20				Retroining Amount			1,23	4.17158
Umeription		Meater	or to oper to			Incluido Erytraus	3	Open		-
🔚 Set AppRes to	10 🐚 Upsh	ile Salar	& Notgete	There App	kutton_	Actions Naviguta Trees	a chuan			V.0
APTLIES- 10 ID	POSTINI DATE	DOCUME.	DOCUME	BDOUME. NO.	EXTERNAL DOCUME. ND	DESCRIPTIÓN	OEPAR10 CODE	ME. PROJECT	THEND THUDMA	ORED AMOUN
MOREZAT	01/01/2020	01/01/2010		3030-1		Mournenti, genneio 2020			SMLARCE2	
_	01/01/2020	01/01/2020		2020-1		Movimenti, gennalo 2020			129.391.73	
	01/05/2020	01/01/3520		2020-1		Movimenti ganzaio 2021				1.412.442.1

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# 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.

$\swarrow$ $\times$
×
Administration

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

	$\bigcirc$	+ 8	~ SAVED	2
Advanced Fi	nancials Too	ls Setup		
Show Attached				
Posting Description			-	
Sales Posting Desc. Fo., Nam		Purch, Posting Desc, F.,	Default	8

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 PRODUTT	- NAZ I WORK	DATE 10/03/2021	7110				
Genera	l Ledg	er Ent	ries				
🔎 Search 🗔 B	dit List Proce	ss Entry S	Show Attached	Open in Excel Action	Navigate	Fewer option	к.
POSTINO DATE 1 V	DOCUME. TYPE	DOCUMENT NO.	o/L ACCOUNT NO.4	DESCRIPTION	OEN POSTINO TYPE	GEN. BUS. POSTINO GROUP	DEN, PROD. POSTINO BROUP
10/03/2021	Invoice	21-308081	6710	Fattura 1085	Purchase	NAZIONALE	VARIE
10/03/2021	Invoice	Z1-108080	6710	Fattura 1054	Purchase	NAZIONALE	VARIE
10/03/2021	Invoice	21-102046	6710	Cannon Group SpA	Sale	NAZIONALE	VARUE
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	VARUE
10/03/2021	Invoice	21-102043	6710	Cannon Group SpA 21-102043	Sale	NAZIONALE	VARJE
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"** 



General L	edge	er	Ent	ries				
🔎 Search 🔯 Edit U	ist Process		Entry	Show Attached	Copen in Excel	Navigate	Fewer option	6
/ Finding	Navigate	0	Posted Do	currents, coming	Ocument			
Reverse Transaction.	a.	1		NO. 4	DESCRIPTION	TYPE	OROUP	GROU
D Incoming Document	6 3	.1	109061	6718	Fatture 1085	Purchase	NAZIONALE	VARE
	2	14	108060	6710	Fattura 1084	Purchase	NAZIONALE	VARIE
Advanced Financials	- Accruait	2.3	3102016	6710	Cannon Group SpA	Sala	NAZIONALE	WAR
Advanced Financials	- Tools		No Update	Dimensions	Cannon Group SpA	Sale	NAZIONALE	VARI
16/03/2021	invoice	21	- Uorbete	Gil Intry	Cannon Group SpA	Sale	NAZIONALE	VARI
10/00/2021	Invoice	11-		WY DR	Cannon Group SpA 21-102042	Sale	NAZIONALE	VARI
10/03/2021	Invoice	11-	102042	6710	Cannon Group SpA 21+102042	Sale	MAZIONALE	VAR
10/03/2021	invoice	21-	102041	0710	Cention Group SpA 21-102041	Sale	NAZIONALE	VAR

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

NT + 0/L ENTRY 3343 - EDIT DIM	ENSION SET ENTRIES + New	- 1	
DIMENSION CODE	DIMENSION VALUE	CODE DIMENSION VALUE NAME	
AGENTE		× -	
	CODE	NAME	
	EM.	Barbara Mayer	
	95	Gabriele Cannata	
	QUC	Gustavo Camargo	
	LM	L. Koalishaar	
	11010	Department Department	and I make

#### 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)



🔎 Search 🐺 Edit List Proces	a Entry Show Attached	Open in Escel	Neeigete	funner op i or	w
# Runctions	C Fosted Documents, amin	g Document			
C Revene Transaction	MQ. 4	DESCRIPTION	EVPE	DADUP	94008
D incoming Occurrent	-108081 \$710	Fattura 1085	Psychology	NAZIONALE	VARIE
	-108080 E710	Fattura 1084	Purchase	NAZIONALE	VARIE
<ul> <li>Advartakt Francials - Accruais</li> </ul>	102045 6710	Cannon Group SpA	Sale	NAZIONALE	VARIE
If Advanced Financials - Tools	👌 🖷 Update Dimensions	Cannion Group SpA	Sale	NAZIONALE	VARE
10/00/2021 Invoice	21 Bill Update G.I. Entry	Cannon Group SpA	Sale	NAZIONALE	WHE
10/03/2021 Invoice	21-ruewes miny	Cannion Group SpA 21-102043	Sale	NAZIONALE	VARIE
10/00/2021 Invoice	21-102042 8710	Cannon Group SpA 21-102042	Sale	NAZIONALE	WHE
10/05/2021 Invoice	21-302041 6719	Cannon Group SpA 21-102041	Sale	NAZIONALE	VARIE

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

ENTRY TO EDIT	
Start G/L Entry No.	3399
Start G/I Account No.	6710
Start G/I Account Name	Servizi di consulenza - Naz.
FIELD TO CHANGE	
New G/L Account No.	- [I
New G/L Account Name	
Description	Servizi di consulenza - Naz.
Update Simulation	





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.

ENTRY TO EDIT	
Start G/L Entry No.	3395
Start G/L Source Type	Bank Account
Start G/L Source No.	NBL-OPERATIVO
Start G/I Account No.	2910
Start G/I Account Name	Cassa
FIELD TO CHANGE	
WARNING! This is a Bal. Acc	ount Entry
WARNING! This is a Bal. Aco New Source No.	ount Entry
WARNING! This is a Bal. Aco New Source No. New G/L Account No.	ount Entry
WARNING! This is a Bal. Aco New Source No. New G/L Account No. New G/L Account Name	cunt Entry
WARNING! This is a Bal. Aco New Source No. New G/L Account No. New G/L Account Name Description	Servizi di consulenza - Naz.



## 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 ".

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< 8004042 · · ·	Altri dianti a traniteri inan UD.	DT PH VPH	- BUT, FIYEAUD).			
<b>Automates</b>	Chard a Rented sprond	17-916-1688	Investigation	180	aca.	
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