



PRIME365 Advanced Finance

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.

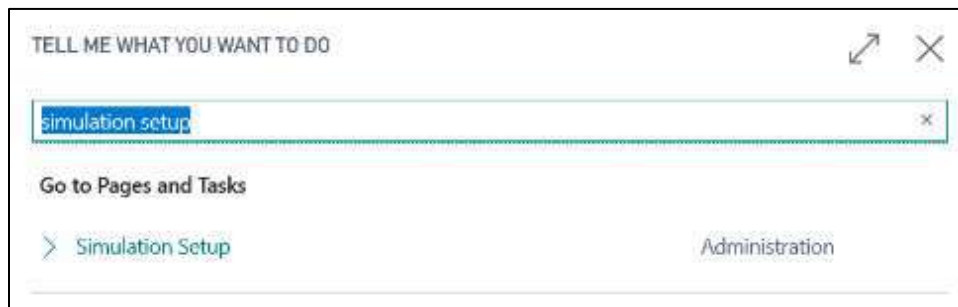


2. SIMULATION

2.1 SETUP SIMULATION

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

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



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

SIM. POSTING PERIOD:

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

SIM. TO G/L:

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

← [edit] + [trash] ✓ SAVED ↗


Simulation Setup

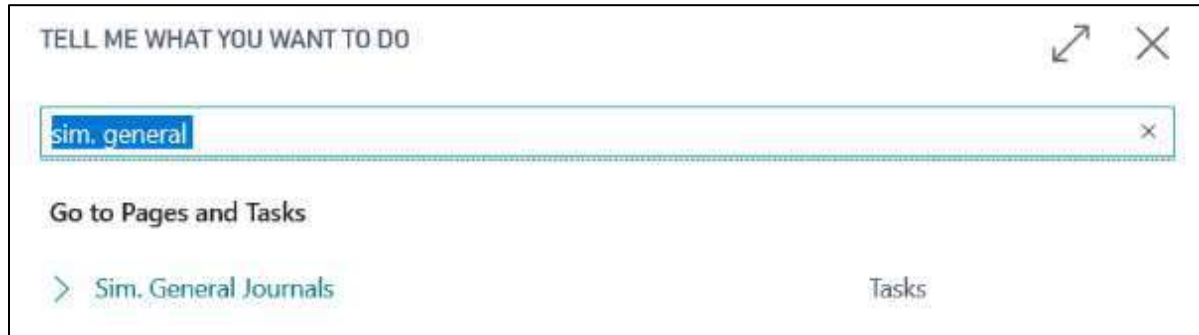
General

SIM. POSTING PERIOD		SIM. TO G/L	
From	<input type="text" value="1/1/2018"/>	Always Ask Where To ...	<input checked="" type="checkbox"/>
To	<input type="text" value="12/31/2030"/>	Default Jnl. Template ...	<input type="text" value="GENERALE"/>
Lock Delete Sim. Before	<input type="text"/>	Default Jnl. Batch Name	<input type="text" value="DEFAULT"/>
Always Ask Where To ...	<input checked="" type="checkbox"/>	Default G/L Posting N...	<input type="text"/>



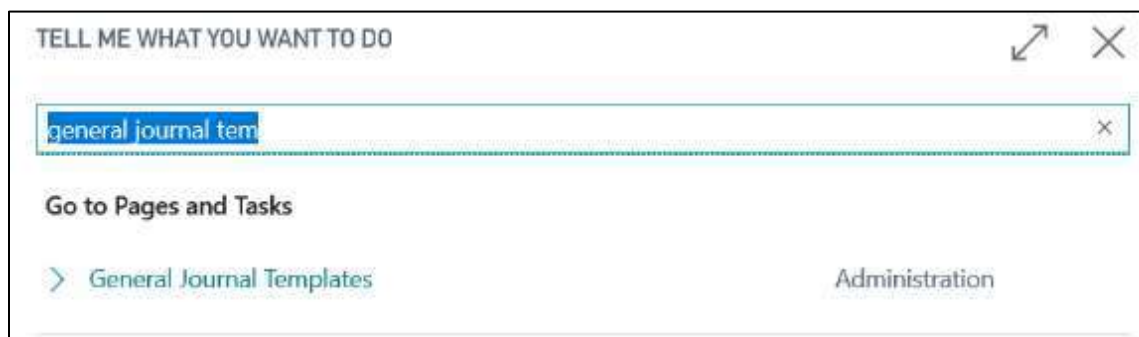
2.2 SIMULATED G/L ENTRIES

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



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

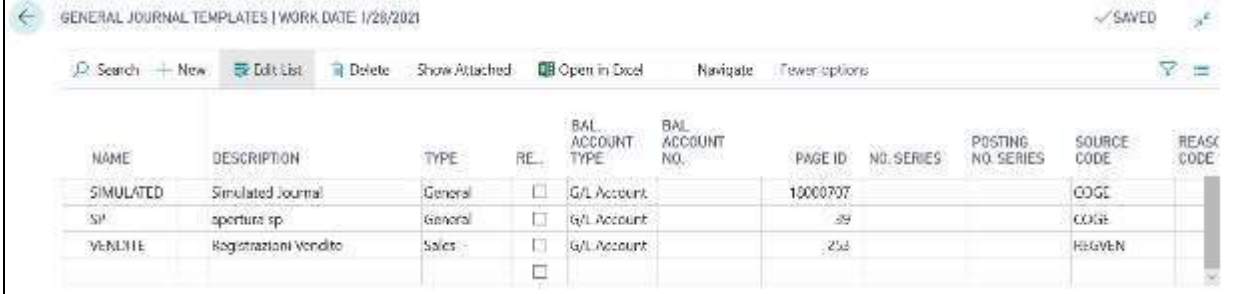
Select the icon , enter "General Journal Templates" in the search bar, and then choose the related link.



Click "New" to create a new template;

The following fields must be completed:


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



NAME	DESCRIPTION	TYPE	RE.	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.	PAGE ID	NO. SERIES	POSTING NO. SERIES	SOURCE CODE	REAS. CODE
SIMULATED	Simulated Journal	General	<input type="checkbox"/>	G/L Account		18000707			COGE	
SP	apertura sp	General	<input type="checkbox"/>	G/L Account		89			COGE	
VENLITE	Registrazioni Vendite	Sales	<input type="checkbox"/>	G/L Account		254			REGVEN	

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" → "Navigate" → "Template" → "Batches"



NAME	DESCRIPTION	TYPE	RE.	ACCOUNT TYPE	ACCOUNT NO.	PAGE ID	NO. SERIES	POSTING NO. SERIES	SOURCE CODE	REAS. CODE
SIMULATED	Simulated Journal	General	<input type="checkbox"/>	G/L Account		18000707			COGE	
SP	apertura sp	General	<input type="checkbox"/>	G/L Account		89			COGE	
VENLITE	Registrazioni Vendite	Sales	<input type="checkbox"/>	G/L Account		254			REGVEN	

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 Batches

Search + New Edit List Delete Process Report Navigate Show Attached

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;

Search Show Attached Open in Excel

GENERAL JOURNAL TEMPLATE LIST

NAME	DESCRIPTION
SIMULATA	Registrazioni simulate
SIMULATE	Registrazione simulate
SIMULATE I	Registrazioni Simulate
SIMULATED	Simulated Journal

OK Cancel


Select the desired Template and click on "OK". The "Sim. General Journal" page will be opened. Its function is the same as the standard Microsoft Dynamics Business Central batch management. Dimensions can be entered, as in G/L Journal.

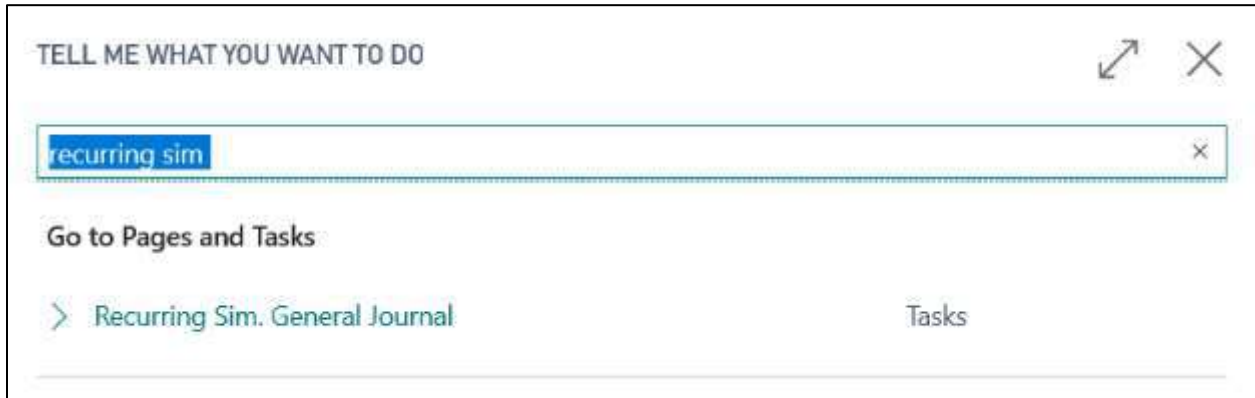
All the controls present in the standard batches concerning the correctness of the entries and the balance by date, document number and balance, are recalled during the posting phase also for the extra-accounting entries.

Once posted, the simulations will be deleted from the batch and will be visible in "Sim. - G/L Registers" and "Sim. - G/L Entries". If you want to view the posted lines instead, look for "Posted Gen. Jln Lines".

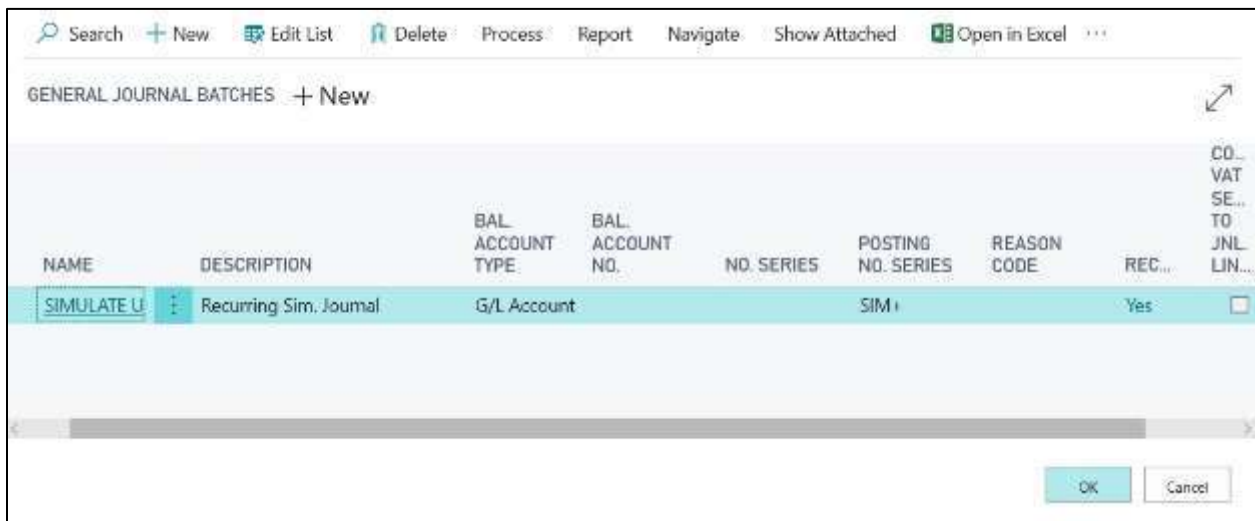


2.3 SIMULATED GENERAL RECURRING JOURNAL

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



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



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

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

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

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

After creating the General Journal Template with attached Batch, it is possible to make the General Simulated Recurring Journal.

Enter "**Sim General Journal**" in the search bar; the "**General Journal Template List**" page will open in which all the "**General Journal Template**" with simulation flag are present;



Select the desired Template and click on "**OK**", The "**Recurring Simulated General Template**" will open.

A form similar to the one used for the standard simulations will open, but with the addition of typical fields of the recurring general journal, namely "**Recurring Method**" and "**Recurring Frequency**":



← RECURRING SIM. GENERAL JOURNAL | WORK DATE: 1/28/2021 ✓ SAVED 

Batch Name SIMULATE U ...

Manage  Post  Allocations | More options 

RECURRI... METHOD	RECURRI... FREQUE...	POSTING DATE	DOCUME... TYPE	DOCUME... NO.	ACCOUNT TYPE	ACCOUNT NO.	DESCRIPTION
F Fixed	...	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

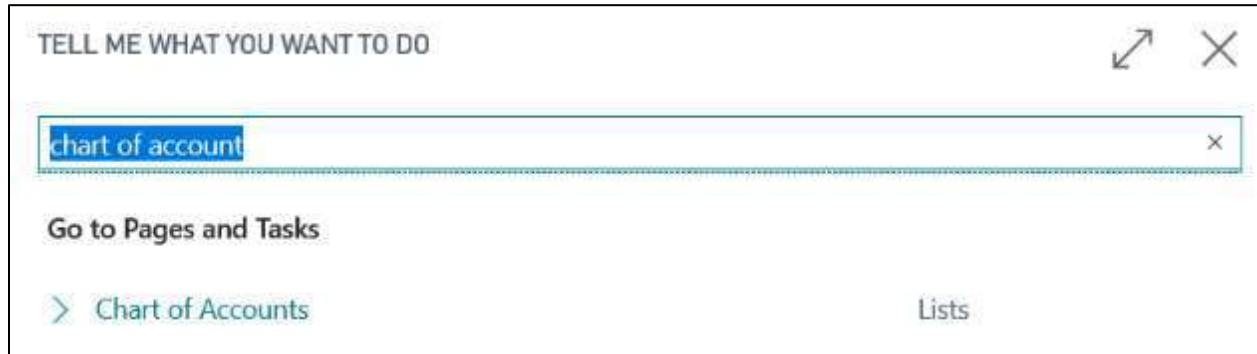
Once the compilation of the "**Recurring Batch**" is completed, as for the standards, the lines must be posted.



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.



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

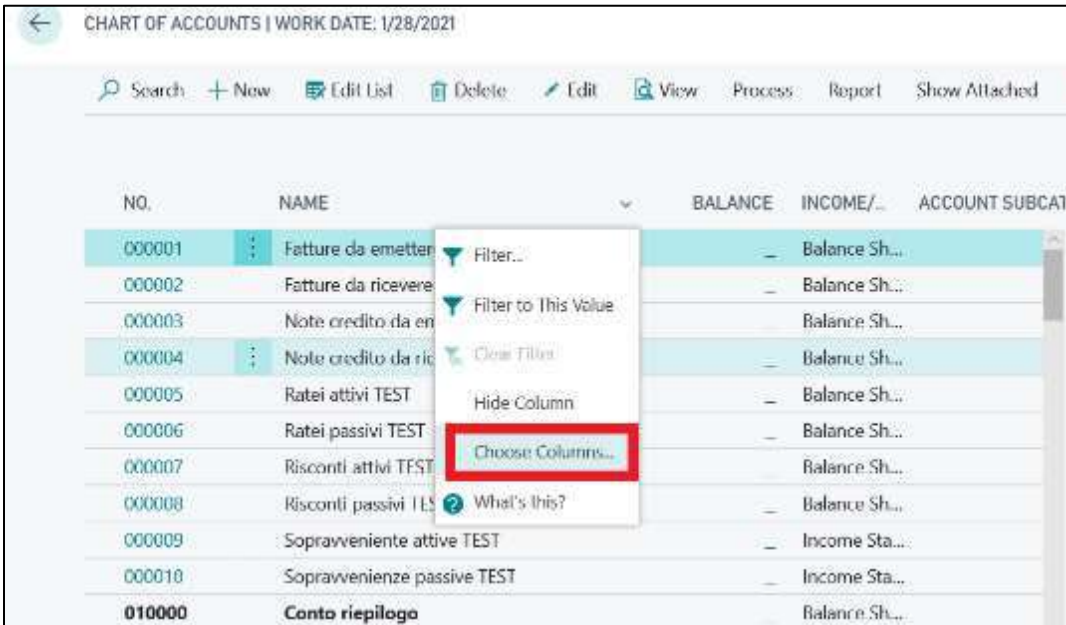


CHART OF ACCOUNTS | WORK DATE: 1/28/2021

Search + New Edit List Delete Edit View Process Report Show Attached

NO.	NAME	BALANCE	INCOME/...	ACCOUNT SUBCAT
000001	Fatture da emettere	-	Balance Sh...	
000002	Fatture da ricevere	-	Balance Sh...	
000003	Note credito da emettere	-	Balance Sh...	
000004	Note credito da ricevere	-	Balance Sh...	
000005	Ratei attivi TEST	-	Balance Sh...	
000006	Ratei passivi TEST	-	Balance Sh...	
000007	Risconti attivi TEST	-	Balance Sh...	
000008	Risconti passivi TEST	-	Balance Sh...	
000009	Sopravveniente attive TEST	-	Income Sta...	
000010	Sopravvenienze passive TEST	-	Income Sta...	
010000	Conto riepilogo	-	Balance Sh...	

Context menu options: Filter..., Filter to This Value, Clear Filter, Hide Column, **Choose Columns...**, What's this?

CHOOSE COLUMNS

VISIBLE	CAPTION
<input checked="" type="checkbox"/>	Debit Amount
<input checked="" type="checkbox"/>	Credit Amount
<input type="checkbox"/>	Balance at Date
<input checked="" type="checkbox"/>	[NAB: REVIEW]SIM - Balance
<input checked="" type="checkbox"/>	[NAB: REVIEW]SIM - Debit Amount
<input checked="" type="checkbox"/>	[NAB: REVIEW]SIM - Credit Amount
<input checked="" type="checkbox"/>	[NAB: REVIEW]SIM - Add.-Currency Balance at Date
<input type="checkbox"/>	Additional Currency Net Change
<input type="checkbox"/>	Add.-Currency Balance at Date
<input type="checkbox"/>	Additional-Currency Balance
<input type="checkbox"/>	Consol. Debit Acc.
<input type="checkbox"/>	Consol. Credit Acc.
<input checked="" type="checkbox"/>	Cost Type No.
<input type="checkbox"/>	Consol. Translation Method
<input type="checkbox"/>	Default IC Partner G/L Acc. No
<input checked="" type="checkbox"/>	Default Deferral Template
<input checked="" type="checkbox"/>	Balance Difference

OK Cancel

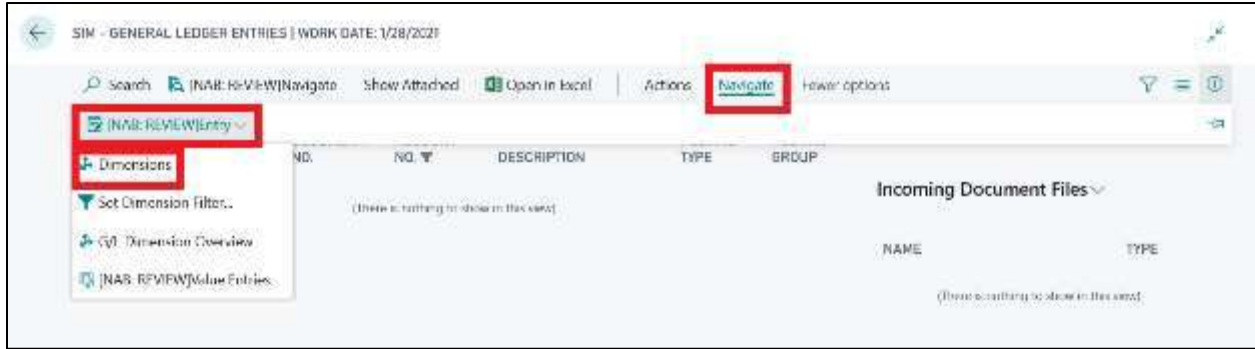
For the Simulation, there are five columns:

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

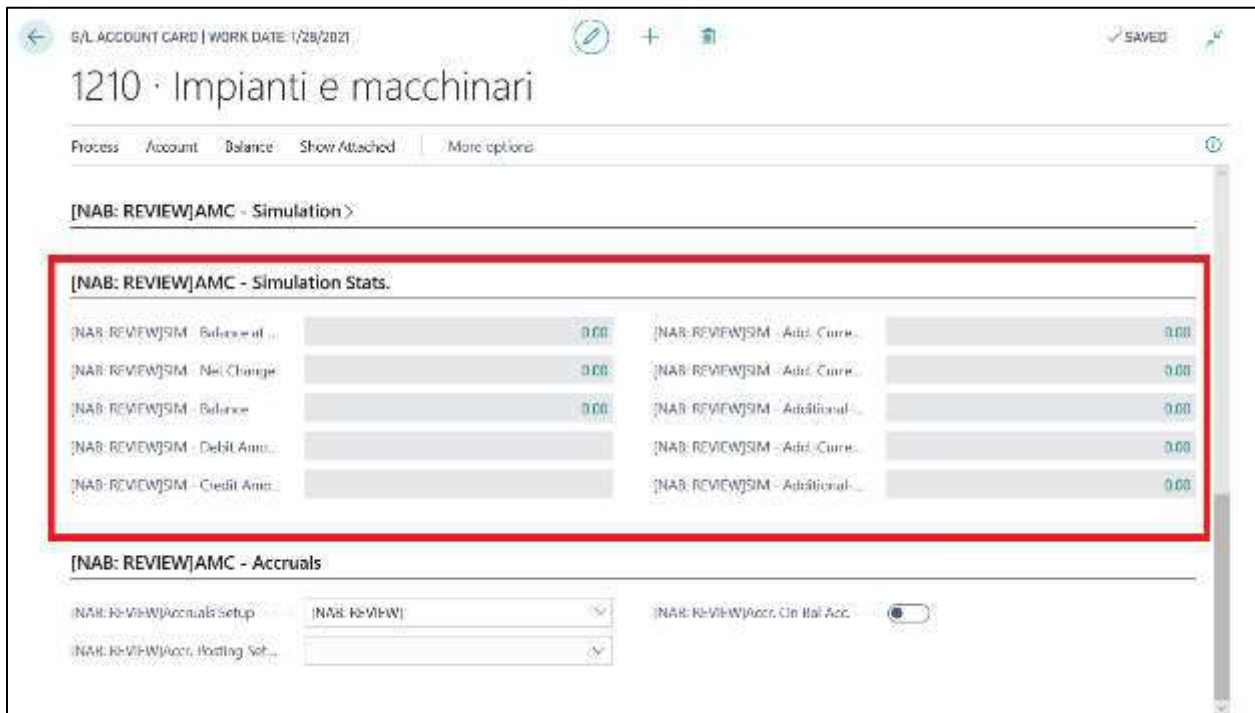
By clicking on the various simulated balances, it is possible to view the "**Simulated G/L Entries**".

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





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



2.5 SIMULATED G/L REGISTERS

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



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

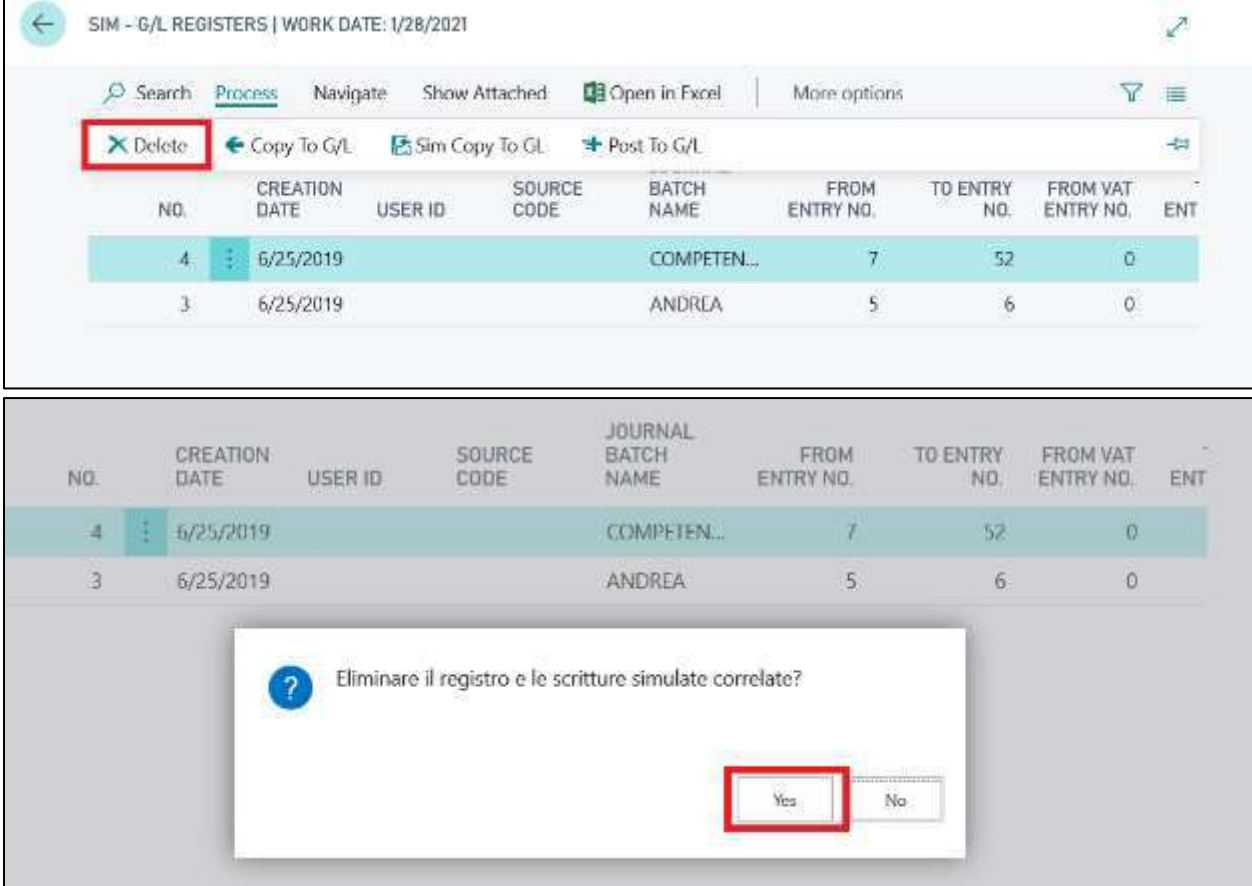


2.5.1 Delete

The "**Delete**" function allows you to delete the posted simulated entries.

Selecting one or more lines you can delete them by clicking "**Delete**" and then confirm the operation.





SIM - G/L REGISTERS | WORK DATE: 1/28/2021

Search Process Navigate Show Attached Open in Excel More options

Delete Copy To G/L Sim Copy To GL Post To G/L

NO.	CREATION DATE	USER ID	SOURCE CODE	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	

Eliminare il registro e le scritture simulate correlate?

Yes No

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.

SIM - G/L REGISTERS | WORK DATE: 1/28/2021

Search: Process Navigate Show Attached Open in Excel More options

Delete Copy To G/L Sim Copy To GL Post To G/L

NO.	CREATION DATE	USER ID	SOURCE CODE	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	

EDIT - CHOOSE GEN. JNL. SETUP

Gen. Jnl. Template Name

Jnl. Batch Name

Delete Entries

Use Batch No. Series

OK Cancel

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.



SIM - G/L REGISTERS | WORK DATE: 1/28/2021

Search Process Navigate Show Attached Open In Excel More options

Delete Copy To G/L **Sim Copy To GL** Post To G/L

NO.	CREATION DATE	USER ID	SOURCE CODE	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	

EDIT - CHOOSE GEN. JNL. SETUP

Gen. Jnl. Template Name

Jnl. Batch Name

Delete Entries

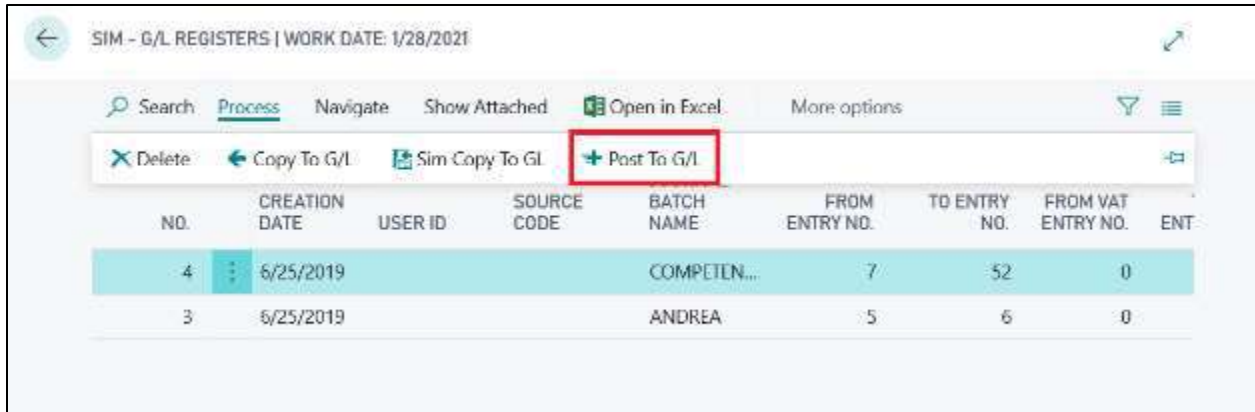
Use Batch No. Series

OK Cancel

2.5.4 Post To G/L

The **"Post to G/L"** function allows the direct posting of the simulated entries in General Ledger. This feature avoids creating entries in the general journal batch and posting. Selecting **"Post to G/L"**, Microsoft Dynamics Business Central will automatically post the lines.

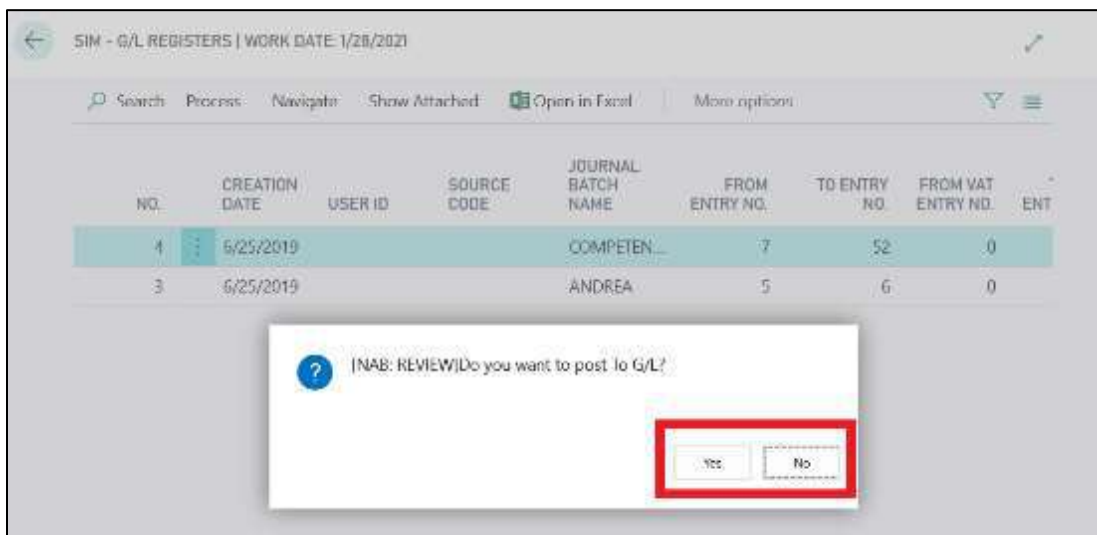




Once the function has been selected, you will be asked:

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

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



2.5.5 Suggest Reversal

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



SIM - G/L REGISTERS | WORK DATE: 10/03/2021

Search Process Navigate Show Attached Open in Excel Actions Navigate Fewer options

Register

- Copy To G/L
- Sim Copy To GL
- Post To G/L
- Suggest Reversal**

USER ID	CODE	NAME	NO.	NO.	ENTRY NO.	EN
020	STEFANIA.SAS...	COMPETENZE	803	804	0	
020	ALBERTO.BRA...	SIM	801	802	0	
020	STEFANIA.SAS...	COMPETENZE	745	800	0	
020	STEFANIA.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**".

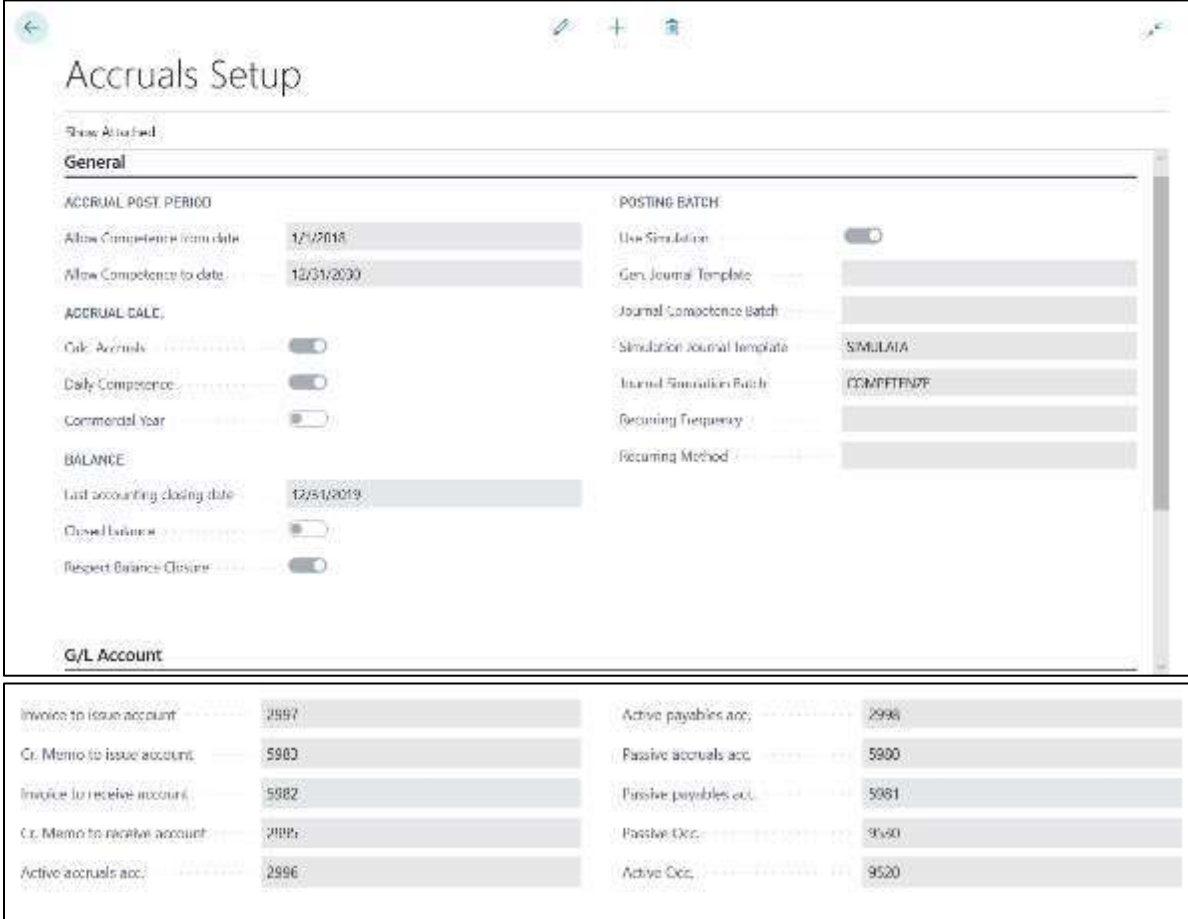
Enter "**Accruals Setup**" in the search bar, and then choose the related link.



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



The screenshot shows the 'Accruals Setup' interface. It is divided into several sections:

- General:** Contains fields for 'ACCRUAL POST PERIOD' (Allow Competence from date: 12/1/2018, Allow Competence to date: 12/31/2020), 'ACCRUAL DATE' (Calc. Accruals, Daily Competence, Commercial Year - all toggled off), and 'BALANCE' (Last accounting closing date: 12/31/2019, Closed Balance, Respect Balance Closure - all toggled off).
- POSTING BATCH:** Contains fields for 'Use Simulation' (toggled on), 'Gen. Journal Template', 'Journal Competence Batch', 'Simulation journal template' (SIMULATA), 'Journal Simulation Batch' (COMPETENZE), 'Recurring Frequency', and 'Recurring Method'.
- G/L Account:** A table listing various accounts and their numbers.

G/L Account	
Invoice to issue account	2997
Cr. Memo to issue account	5903
Invoice to receive account	5082
Cr. Memo to receive account	2111
Active accruals acc.	2996
Active payables acc.	2996
Passive accruals acc.	5900
Passive payables acc.	5081
Passive Dec.	9550
Active Dec.	9520

As far as accrual entries are concerned, it is advisable to create special batches both in a simulated environment and in General Ledger.

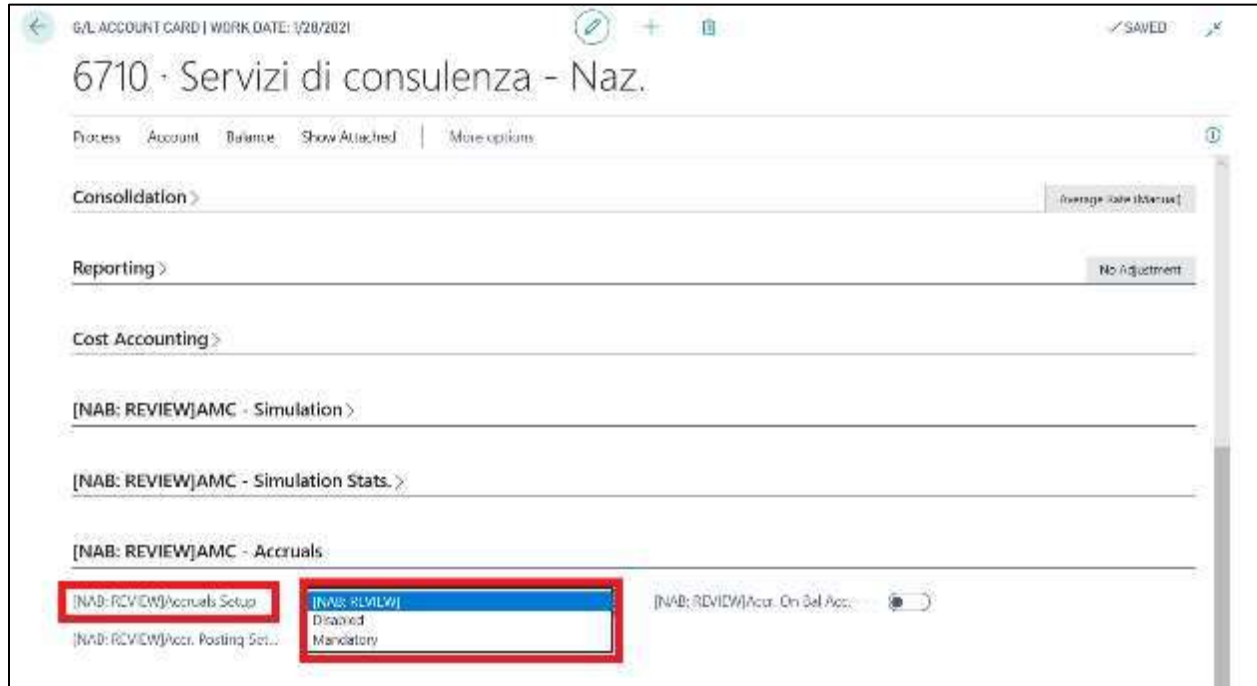
3.1.1 G / L account card - skills setup

The following fields can be filled out in the "**G/L Account**", in the "**AMC-Accruals**" section:

Accruals Setup: a drop-down menu will be displayed from which you can select:

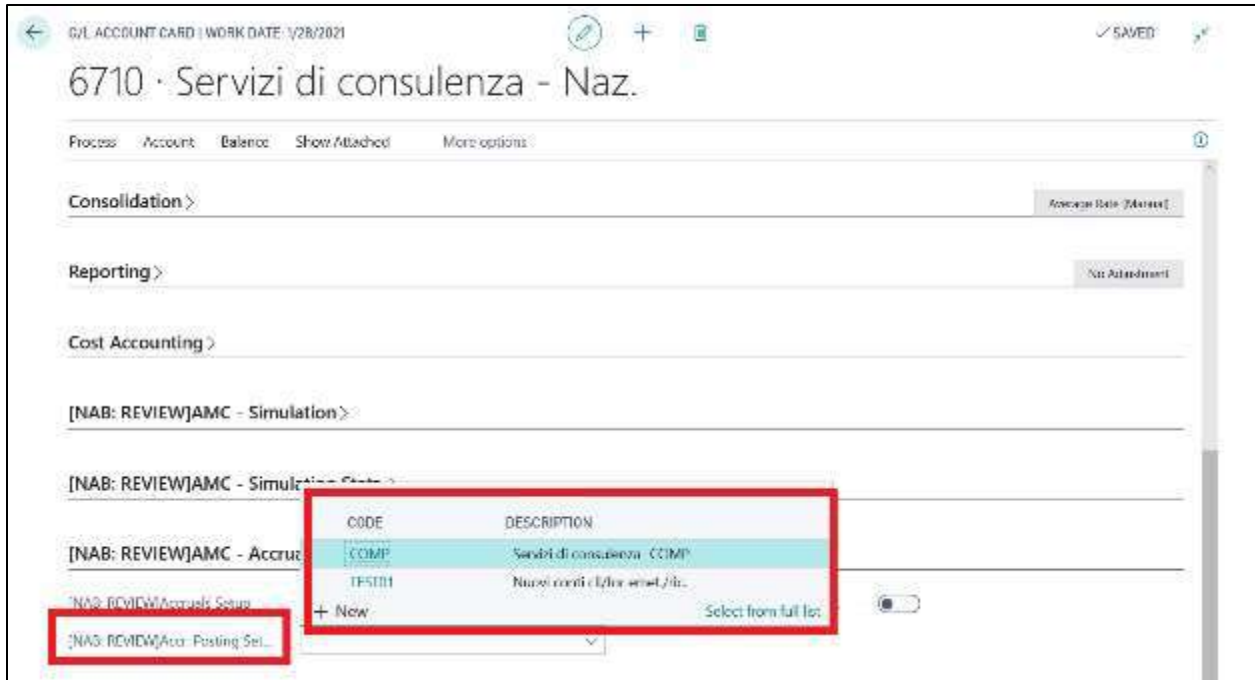


- **Disabled:** if selected, the system will not take into consideration the relevant entries;
- **Mandatory:** if selected, the system will notify an error if the start / end of accrual dates have not been entered.

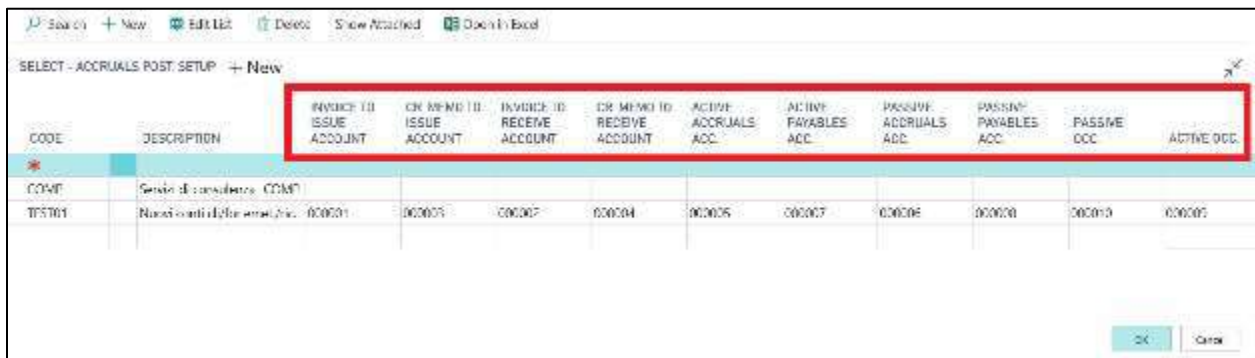


Accruals Posting Setup: a drop-down menu will be opened from which you can select (or create) a accrual posting setup if you want to set up specific accrual accounts.



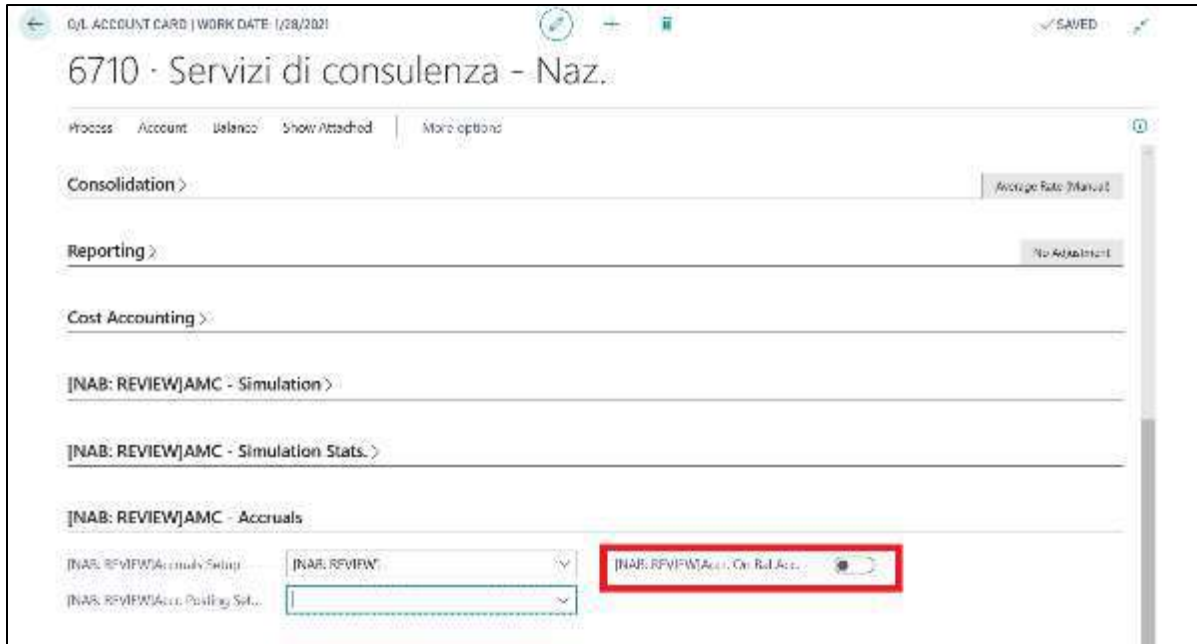


Selecting "New" or "Select From Full List", the "Accr. Posting Setup" page will be displayed, where you can set or view the accounts on which the specific accruals for the account will be posted.



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



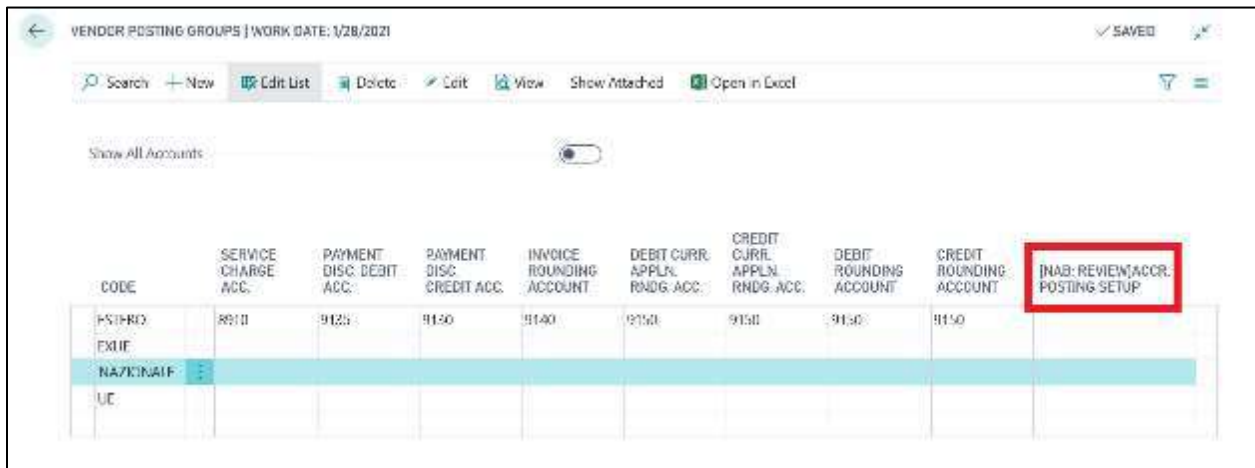


3.1.2 Customer/Vendor posting groups- accruals setup

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.



CUSTOMER POSTING GROUPS | WORK DATE: 1/28/2021 ✓ SAVED

Search + New Edit List Delete Edit View Show Attached Open in Excel

Show All Accounts

CODE	INVOICE ROUNDING ACCOUNT	DEBIT CURR. APPLN. RNDG. ACC.	CREDIT CURR. APPLN. RNDG. ACC.	DEBIT ROUNDING ACCOUNT	CREDIT ROUNDING ACCOUNT	[NAB: REVIEW]ACCR. POSTING SETUP
ESTERO	9140	9150	9150	9150	9150	
EXPORT						
NAZIONALE	9140	9150	9150	9150	9150	
NAZIONALI						
UE						

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

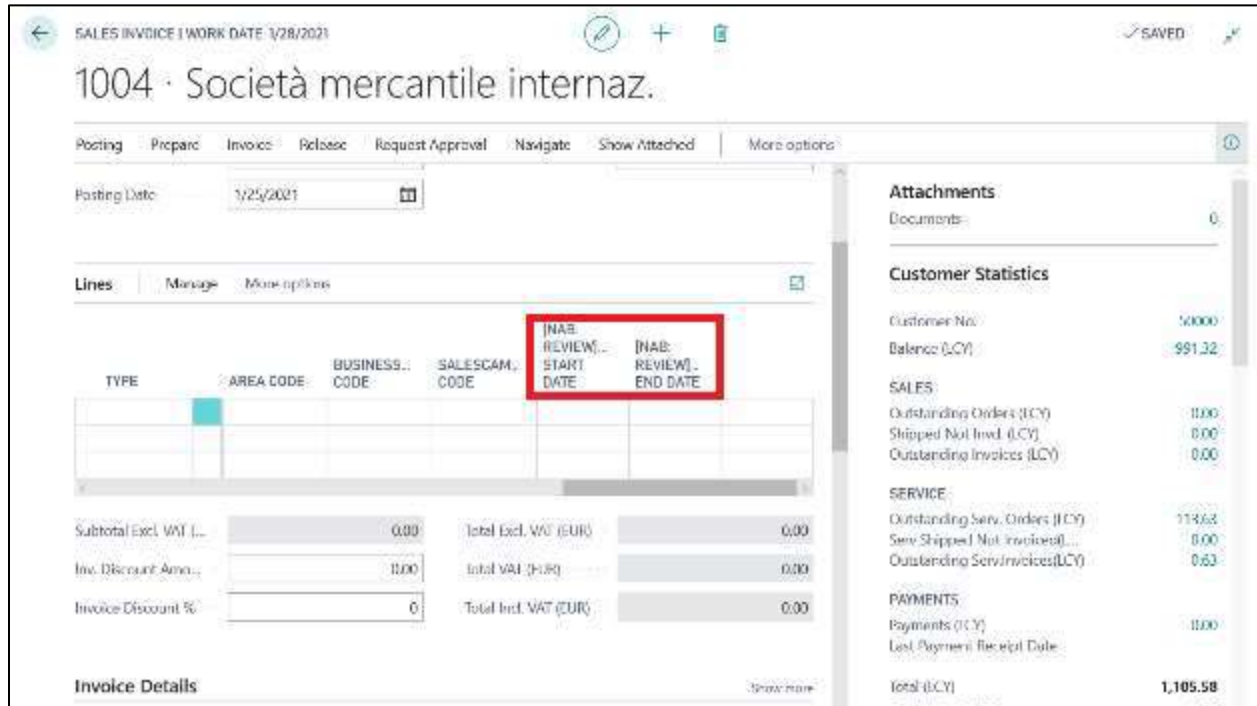
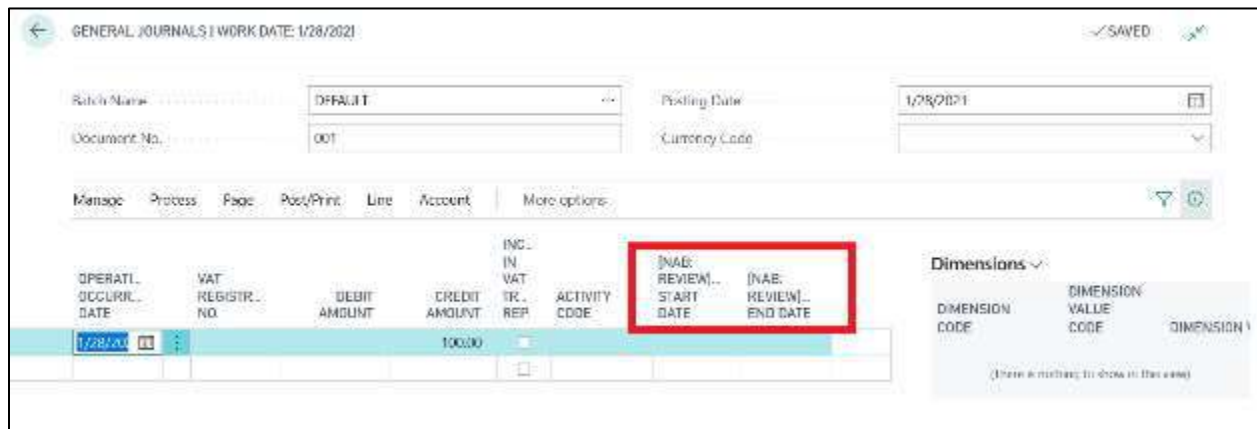
In the event that the accrual posting setup exists both in **"Customer/ Vendor Posting Setup"** and in the **"G/L Account"** tab, the system will take into consideration the accounts in the posting groups.



3.2 POSTING ACCRUALS

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

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

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

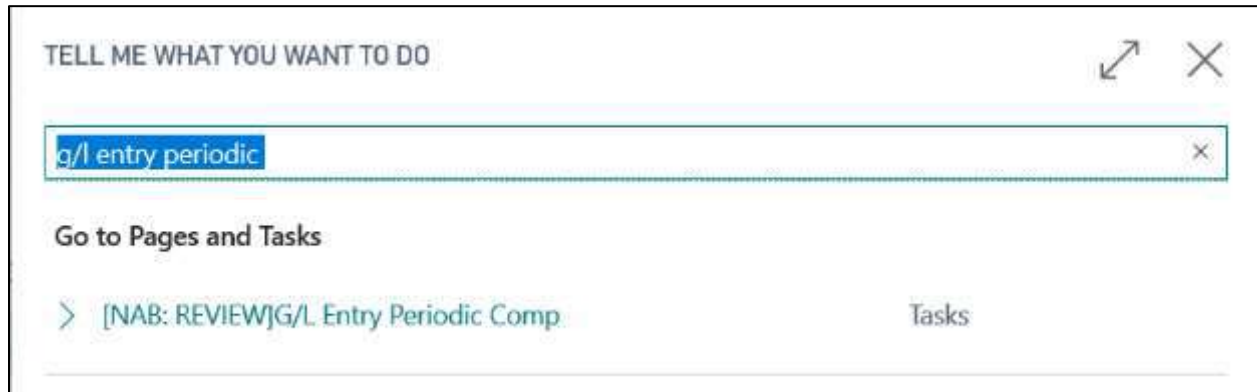
To post accruals, all you have to do is go to the batch and select the "Post" button.



3.3 REPORT & ANALYSIS

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

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



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

Journal Batch

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

Setup

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



EDIT - [NAB: REVIEW]G/L ENTRY PERIODIC COMP

[NAB: REVIEW]Gen. Jnl. Line

[NAB: REVIEW]Template Name

[NAB: REVIEW]Closing Entries Batch

[NAB: REVIEW]Opening Entries Batch

[NAB: REVIEW]Setup

[NAB: REVIEW]Accrual Date Closing

[NAB: REVIEW]Description

G/L Entry

Filter

Account No.

G/L Account No.

Account No.

Schedule OK Cancel

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.

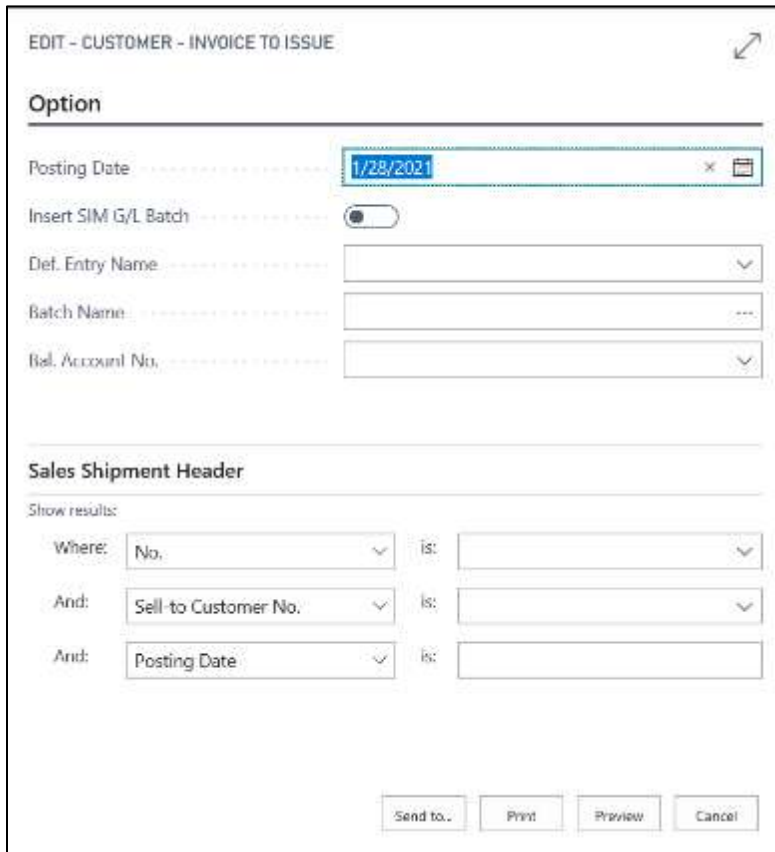


TELL ME WHAT YOU WANT TO DO ↗ ✕

✕


Go to Reports and Analysis

 Customer - Invoice to Issue Reports and Analysis



EDIT - CUSTOMER - INVOICE TO ISSUE ↗

Option

Posting Date ✕ 

Insert SIM G/L Batch

Def. Entry Name

Batch Name

Bel. Account No.

Sales Shipment Header

Show results:

Where: ▼ is:

And: ▼ is:

And: ▼ is:

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



Options:

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

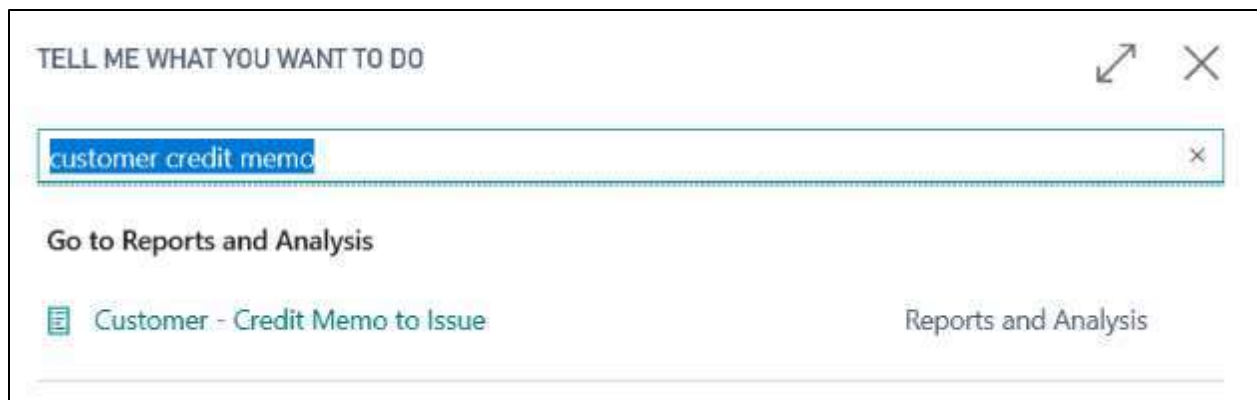
Sale Shipment header:

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

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

3.3.3 Customers - Credit memos to issue

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



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

Options:

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



Return Receipt Header:

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

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

EDIT - CUSTOMER - CREDIT MEMO TO ISSUE

Option

Posting Date 1/28/2021

Insert SIM G/L Batch

Def. Entry Name [dropdown]

Batch Name [dropdown]

Bal. Account No. [dropdown]

Return Receipt Header

Show results:

Where: No. [dropdown] is: [dropdown]


And: Sell-to Customer No. [dropdown] is: [dropdown]

And: Posting Date [dropdown] is: [dropdown]

[Send to..] [Print] [Preview] [Cancel]



3.3.4 Vendor-Receipt to invoice

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

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


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

Purch. Recpt. Header:


By filling in the fields you can set a filter.

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





EDIT - VENDOR-RECEIPT TO INVOICE 


Option

Posting Date 1/28/2021 

Insert SIM G/L Batch



Def. Entry Name 



Batch Name 



Bal. Account No. 

Purch. Rcpt. Header

Show results:


Where: No.  is: 

And: Buy-from Vendor No.  is: 

And: Posting Date  is: 



3.3.5 Vendors-credit Memos to invoice

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



TELL ME WHAT YOU WANT TO DO  

vendor credi 

Go to Reports and Analysis

 Vendor-Credit Memo to invoice 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.





EDIT - VENDOR-CREDIT MEMO TO INVOICE 


Option

Posting Date 1/28/2021 

Insert SIM G/L Batch



Def. Entry Name 



Batch Name 



Bal. Account No. 

Return Shipment Header

Show results:

Where: No.  is: 

And: Sell-to Customer No.  is: 

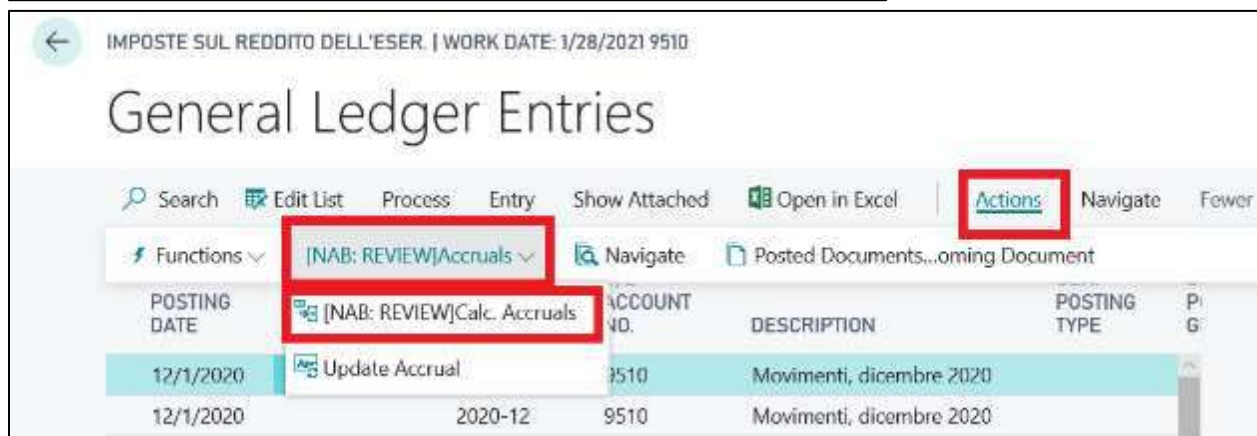
And: Posting Date  is: 



3.4 RECALCULATE ACCRUALS

As specified in the previous paragraphs, Prime 365 Advanced Finance allows you to work in a simulated environment.

The entries made and posted can then be modified or deleted.



Accruals related to competencies can be found between the deleted or modified entries.

To carry out the recalculation of the accruals it is necessary to:

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

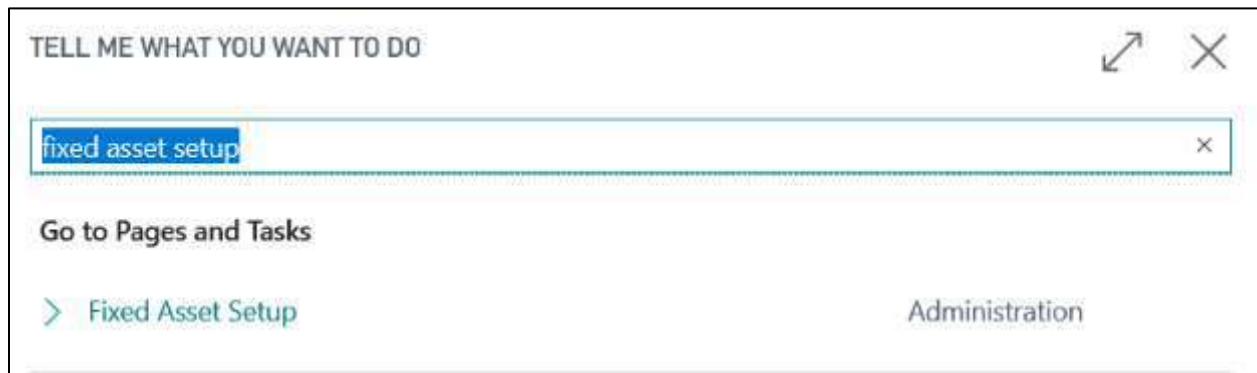
In this way, Microsoft Dynamics Business Central will automatically recalculate the accruals in the simulated journal batch.




4. ASSETS

4.1 ASSETS SETUP

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

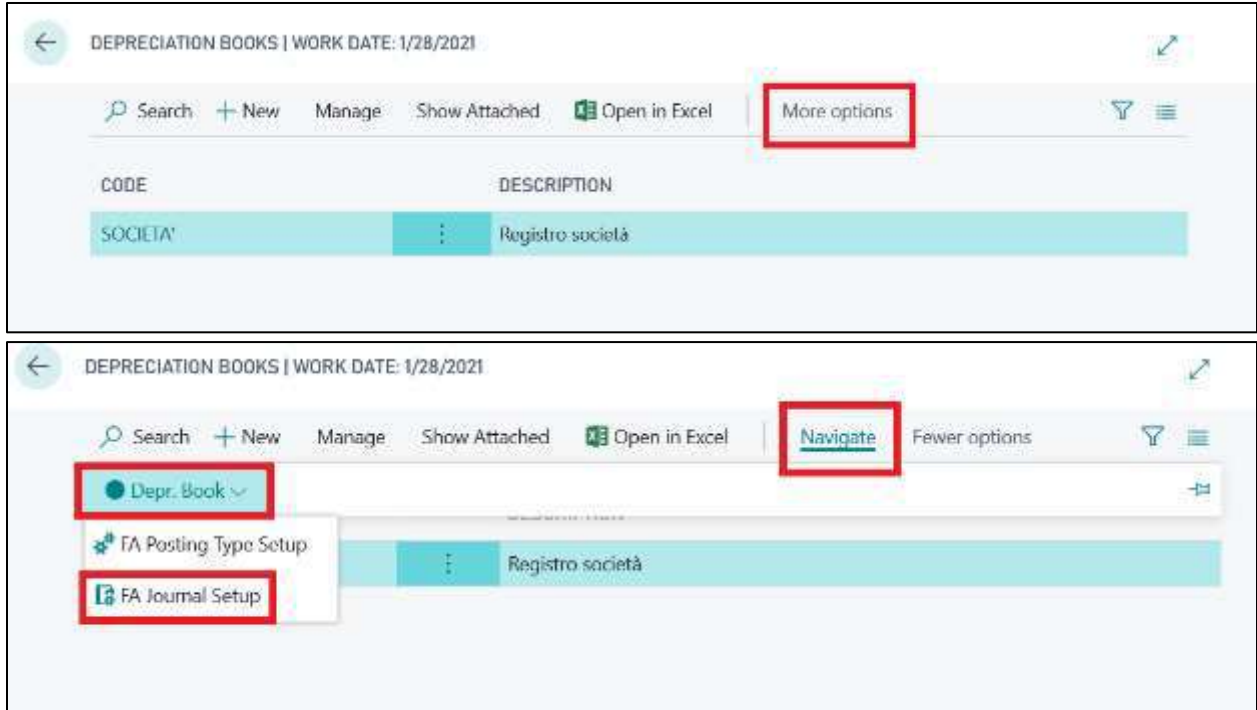


Select the icon , enter "**Depreciation Book**" in the search bar; then choose the related link.



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





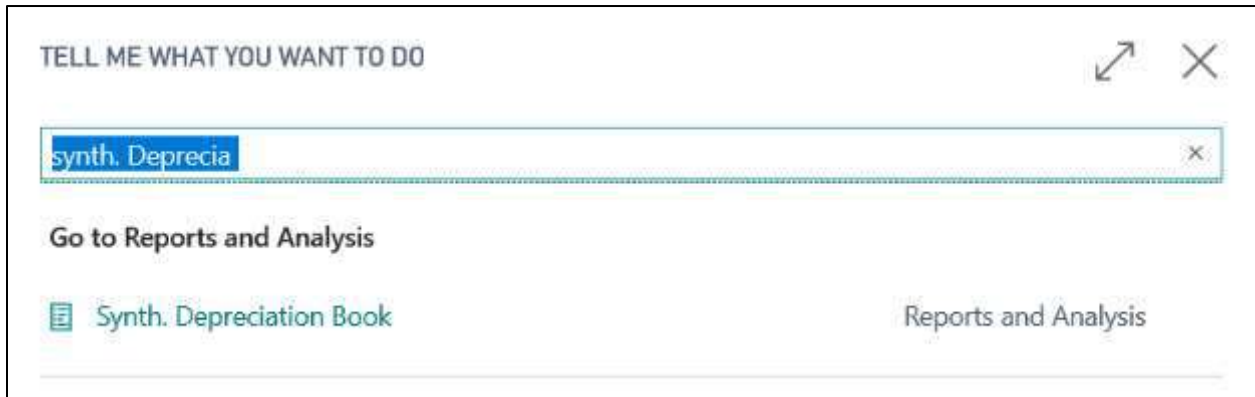
The following page will open in which it is necessary to enter the simulated general Journal Template and the related batch.



It is now possible to make simulated depreciation entries.




4.2 SYNTH. DEPRECIATION BOOK


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



TELL ME WHAT YOU WANT TO DO  



Go to Reports and Analysis

 Synth. Depreciation Book 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.

EDIT - SYNTH. DEPRECIATION BOOK ↗

Options

Depreciation Book SOCIETA' ▾

Starting Date 1/1/2021 📅

Ending Date 12/31/2021 📅

Print per Fixed Asset

Print Inactive F.Asset

PAGE NO.

Print Page Number

FIRST PAGE

Year 2021

Page 1

COMPANY INFORMATION

Print Company Informations

Name CRONUS Italia S.p.A.

Address Piazza Duomo, 1

Post Code City County 20100 Milano

Register Company No.

VAT Registration No. [NAB: REVIEW]Partita IVA: 280519772004

Fixed Asset


Show results: _____

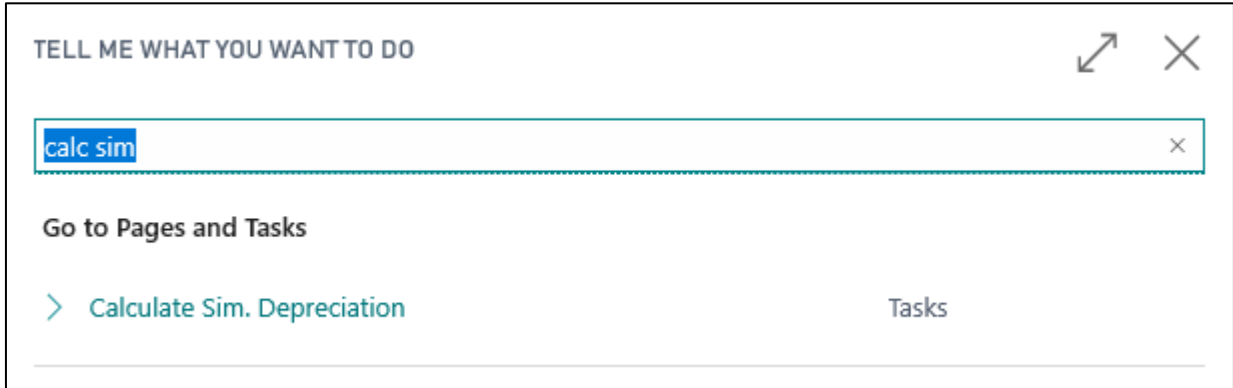
Once you have filled in the various fields, you can view the report in Microsoft Dynamics Business Central by selecting the **"Preview"** button or, with the **"Print"** button, you can print the document, save it in PDF, Microsoft Word or Excel. In addition, the report can be sent by e-mail with **"Send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



4.3 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 ↗ ✕

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.

EDIT - CALCULATE SIM. DEPRECIATION

Options Show more

Depreciation Book: SOCIETA

Posting Date: 1/28/2021

Use Anticipated Depr.

Use Acc./Red. Depr.

NORMAL DEPRECIATION

Document No.

Posting Description

ANTICIPATED DEPRECIATION

Document No.

Posting Description

Force Depr. %

ACC./RED. DEPRECIATION

Document No.

Posting Description

Force Depr. %

Fixed Asset

Show results:

Where: No. is:

And: FA Class Code is:


Schedule... OK Cancel


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



5. VAT SETTLEMENT

5.1 VAT SETTLEMENT - PREVIEW

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



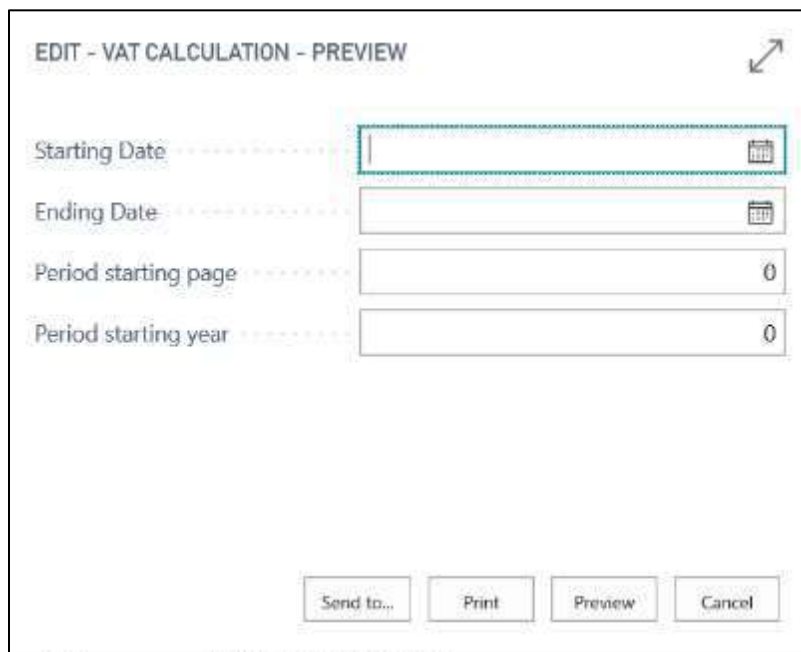
TELL ME WHAT YOU WANT TO DO

vat pre

Go to Reports and Analysis

VAT Calculation - Preview Reports and Analysis

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



EDIT - VAT CALCULATION - PREVIEW

Starting Date

Ending Date

Period starting page

Period starting year


Send to... Print Preview Cancel

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.

5.2 VAT SETTLEMENT - REPRINTING

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



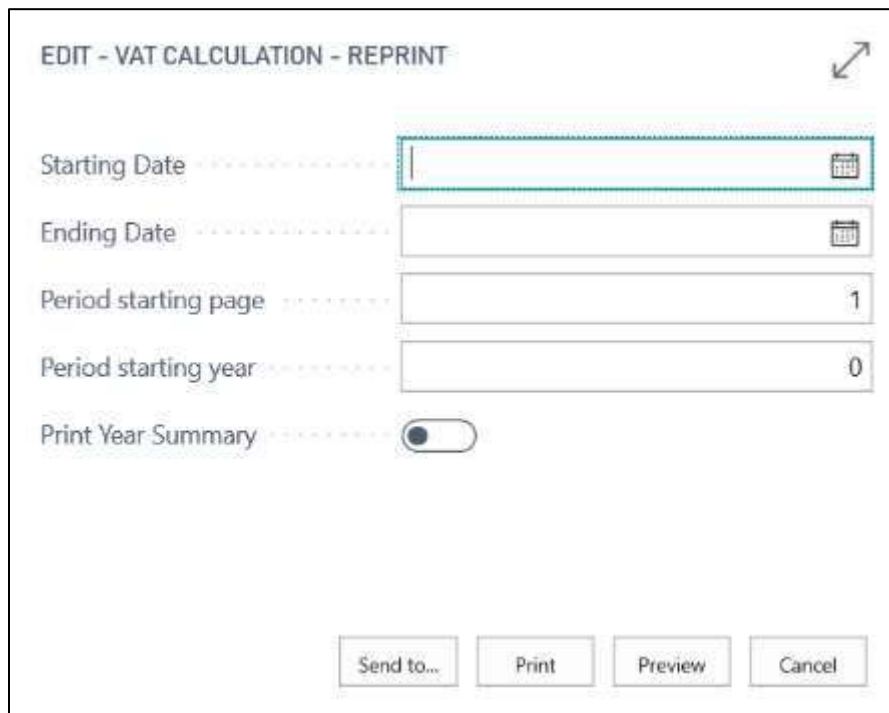
TELL ME WHAT YOU WANT TO DO

VAT calc reprint

Go to Reports and Analysis

VAT Calculation - Reprint Reports and Analysis

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



EDIT - VAT CALCULATION - REPRINT

Starting Date

Ending Date

Period starting page 1

Period starting year 0

Print Year Summary

Send to... Print Preview Cancel

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.

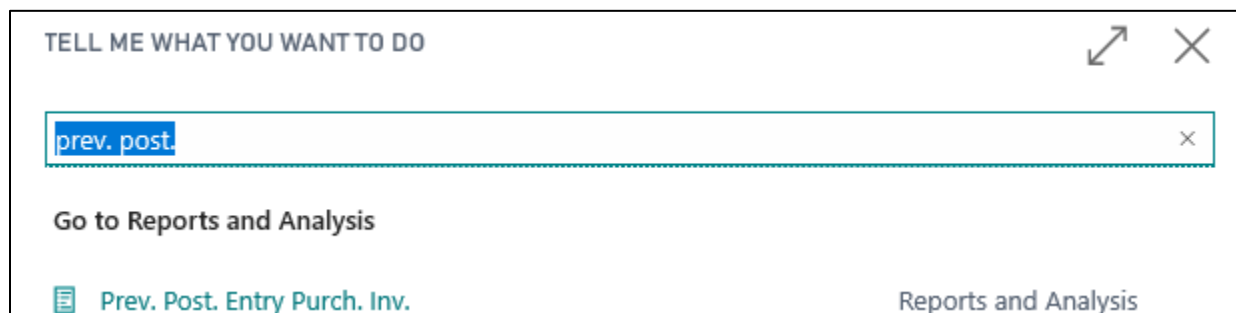
As for the preview of the VAT settlement, it is possible to view the preview inside Business Central by selecting the "**Preview**" button or, with the "**Print**" button, the document can be printed, saved in PDF, Microsoft Word or Excel.

5.3 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 "**Prev. Post. Entry Purch. Inv.** "



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



EDIT - PREV. POST. ENTRY PURCH. INV.

Purchase Header

Show results:

Where: No. is:

And: Buy-from Vendor No. is:

Send to... Print Preview Cancel

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

5.4 SALES INVOICE DRAFT (Preview Posted Entries)

This report will allow you to check your accounting records before posting sales invoices on Business Central. The report will take all provisional sales invoices as control object.

To print the report, simply search with the appropriate function " **Prev. Post. Entry Sales Inv.** "

TELL ME WHAT YOU WANT TO DO

Post. Prev. sale Inv.

Go to Reports and Analysis


Prev. Post. Entry Sales Inv. Reports and Analysis

Didn't find what you were looking for? Try exploring

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

By clicking on Print or Preview, you can view the report.



PREV. POST. ENTRY SALES INV. 

Filter: Sales Header

X No.

X Sell-to Customer No.

+ Filter...

Filter totals by:

+ Filter...

Filter: Sales Line

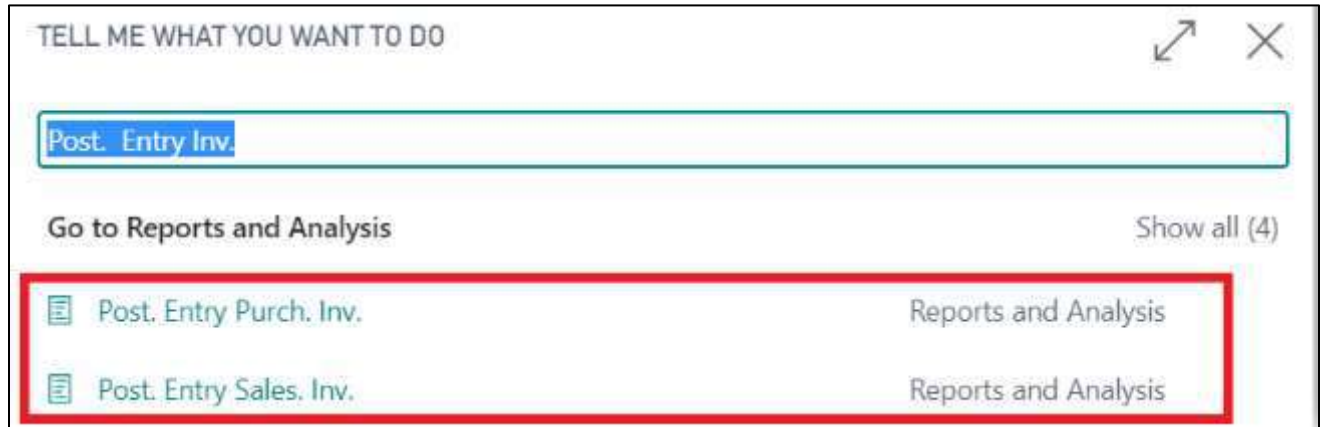
+ Filter...



5.5 POSTED ENTRY SALE/PURCH INV.

It is possible to print the report even after having posted the invoices, in this case the report will contain the actual accounting entries following the posting of both purchase and sales invoices.

To view and / or print the report, search in the appropriate function "**Post. Entry Purch. Inv.**" and / or "**Post. Entry Sales. Inv.**"



5.6 CUSTOMER BILL SHEET

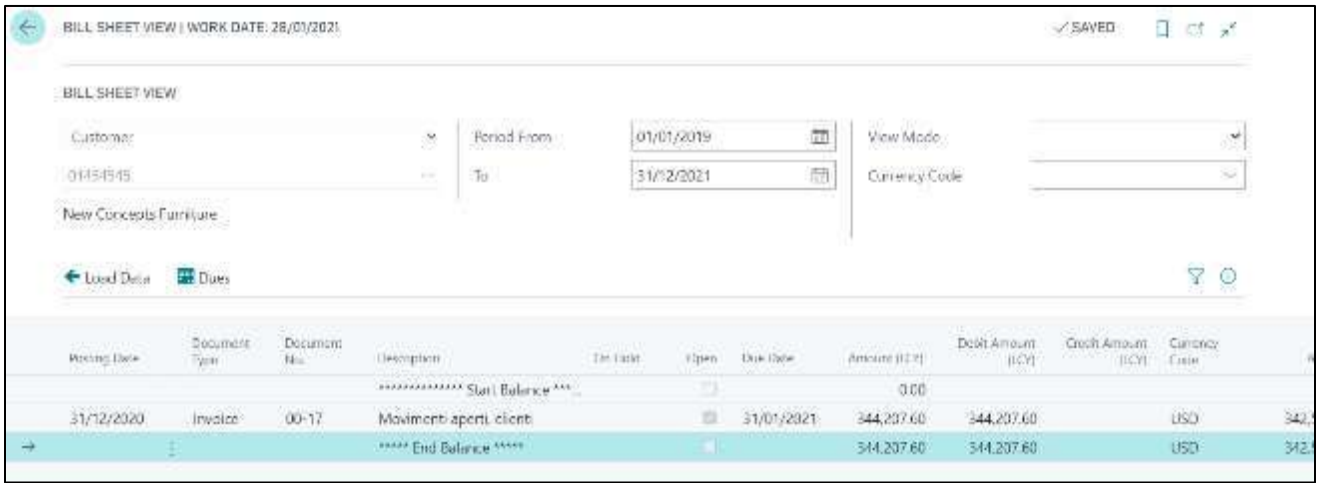
From the customer list or from a customer card it is possible to generate the bill sheet for the individual customer.

1) From the customer list, just select the chosen customer and follow the following path:

Report > Advanced Financials > Bill Sheet View



This will display the bill sheet already filtered for the selected customer:



BILL SHEET VIEW | WORK DATE: 28/01/2021

BILL SHEET VIEW

Customer: 01454545 | Period From: 01/01/2019 | To: 31/12/2021 | View Mode: | Currency Code: | New Concepts Furniture

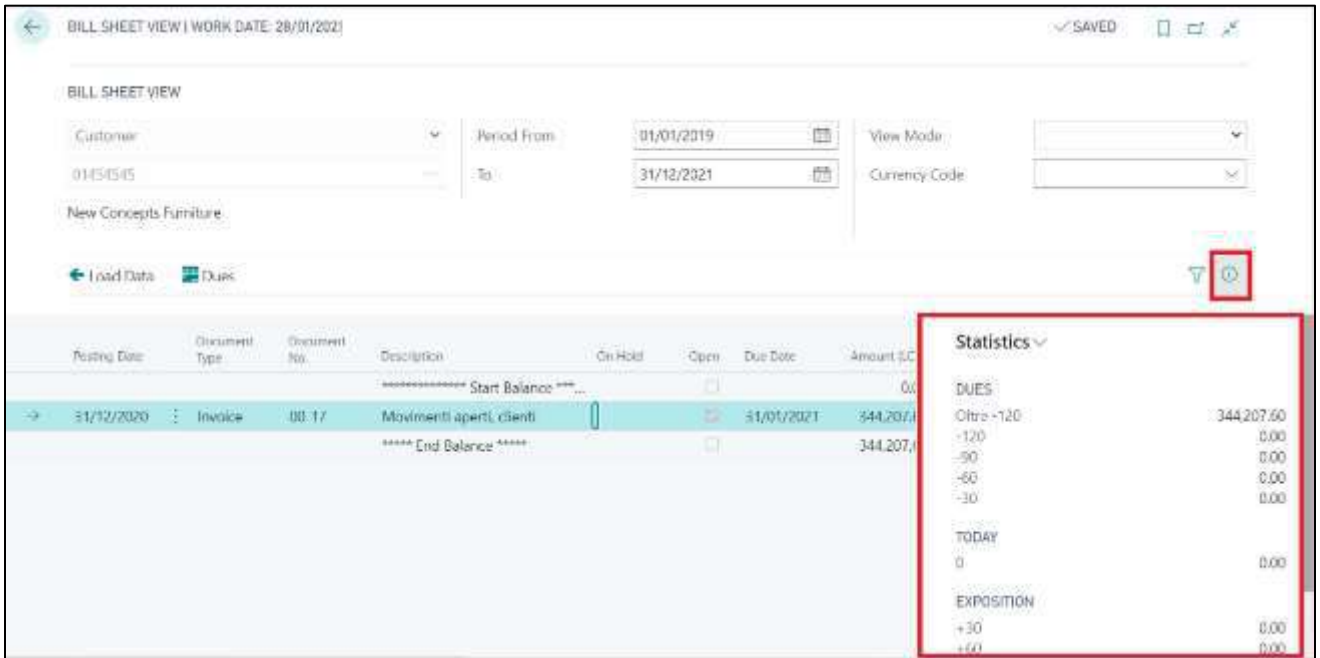
← Load Data | Dues

Posting Date	Document Type	Document No.	Description	On Hold	Open	Due Date	Amount (EUR)	Debit Amount (EUR)	Credit Amount (EUR)	Currency Code
			***** Start Balance ****		<input type="checkbox"/>		0,00			
31/12/2020	Invoice	00-17	Movimenti apert. clienti		<input type="checkbox"/>	31/01/2021	344.207,60	344.207,60		USD
			***** End Balance ****		<input type="checkbox"/>		344.207,60	344.207,60		USD

It is also possible to set the filter for the date, the currency code and the possibility to show only open entries or all of them.

After setting the filters, just click on **“Load Data”** to update the report.

Then clicking on the information box will open the screen with the details of the deadlines.



BILL SHEET VIEW | WORK DATE: 28/01/2021

BILL SHEET VIEW

Customer: 01454545 | Period From: 01/01/2019 | To: 31/12/2021 | View Mode: | Currency Code: | New Concepts Furniture

← Load Data | Dues

Posting Date	Document Type	Document No.	Description	On Hold	Open	Due Date	Amount (EUR)
			***** Start Balance ****		<input type="checkbox"/>		0,00
31/12/2020	Invoice	00-17	Movimenti apert. clienti		<input type="checkbox"/>	31/01/2021	344.207,60
			***** End Balance ****		<input type="checkbox"/>		344.207,60

Statistics

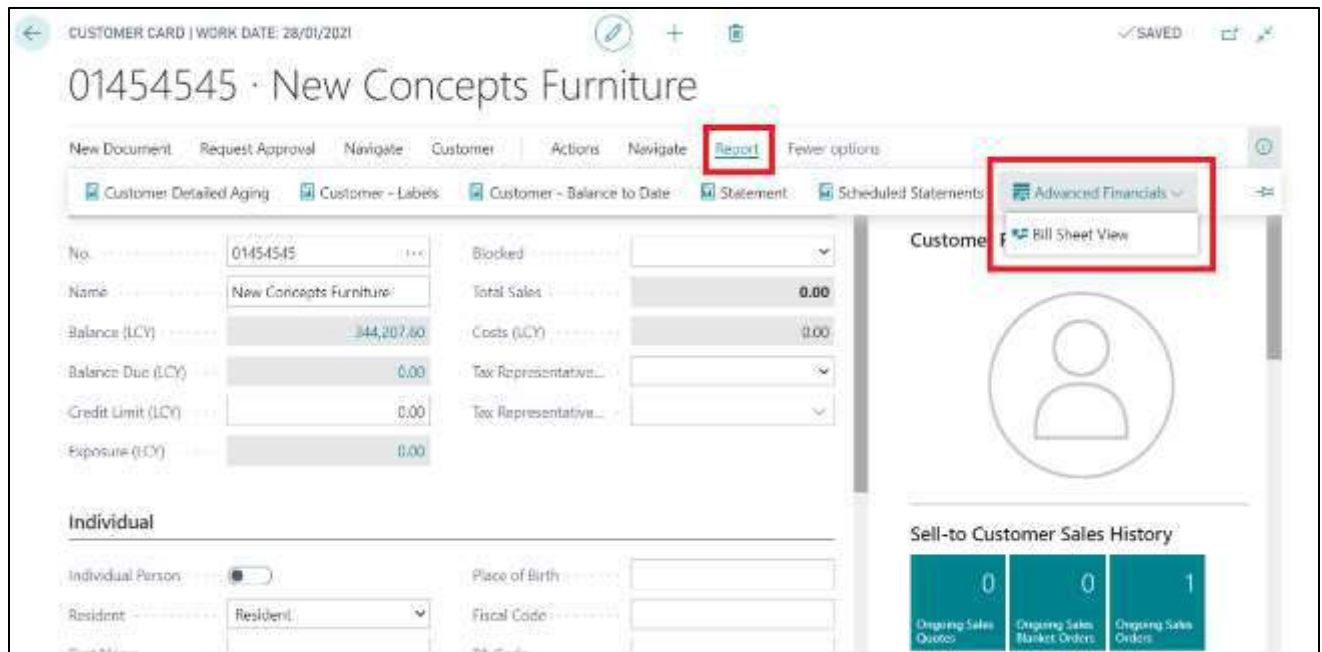
DUES

Oltre -120	344.207,60
-120	0,00
-90	0,00
-60	0,00
-30	0,00
TODAY	
0	0,00
EXPOSITION	
+30	0,00
+60	0,00



2) From the customer card:

Report > Advanced Financials > Bill Sheet view



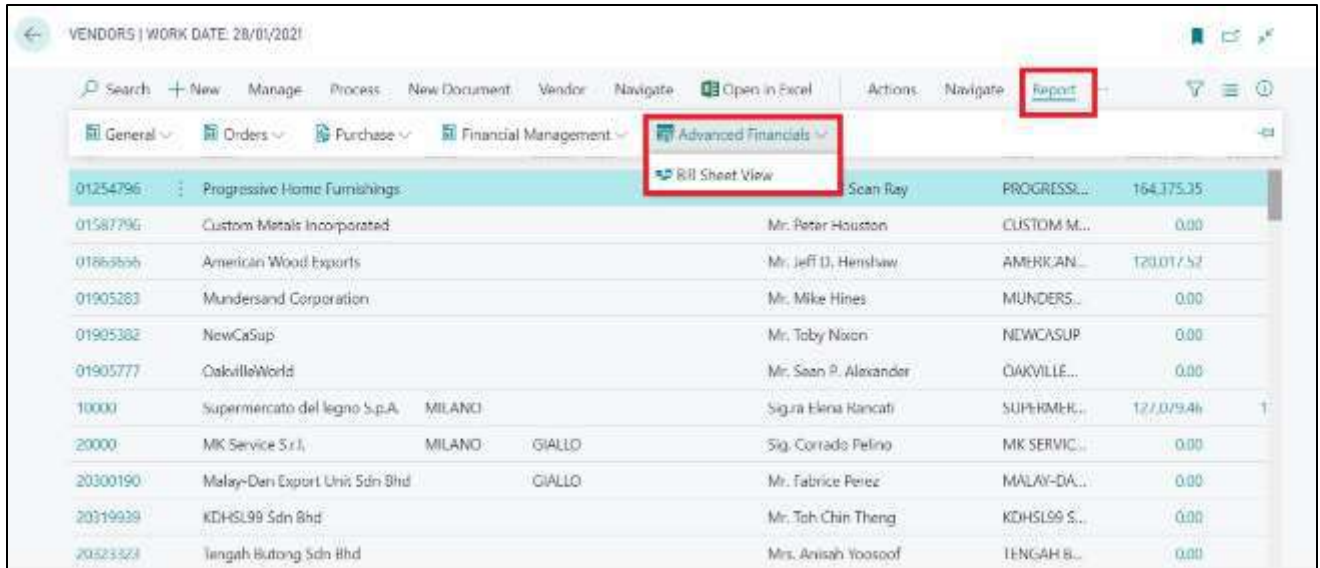
5.7 VENDOR BILL SHEET

From the vendor list or from a vendor card it will be possible to generate the bill sheet for each vendor.

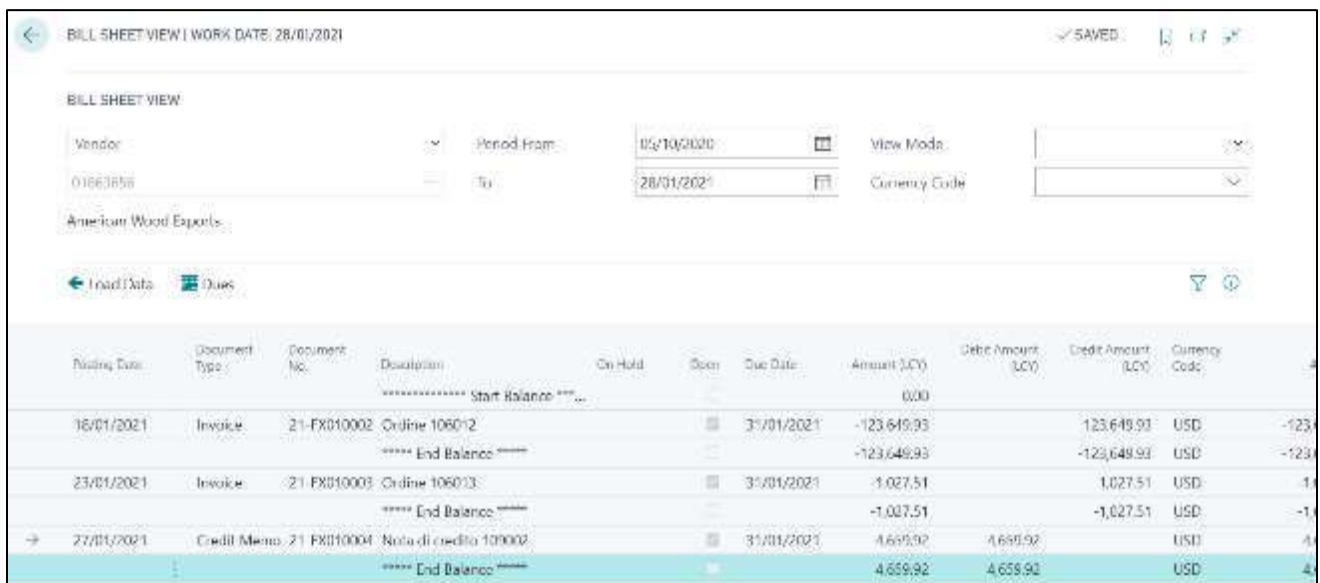
1) From the vendor list, just select the chosen vendor and follow the following path:

Report > Advanced Financials > Bill Sheet





The bill sheet already filtered for the selected vendor will be displayed:



It is also possible to set the filter for the date, the currency code and to show only open entry or all of entries.

After setting the filters, just click on **“load data”** to update the report.

Then clicking on the information box will open the screen with the details of the deadlines.



BILL SHEET VIEW | WORK DATE: 28/01/2021

BILL SHEET VIEW

Vendor: 01863656 American Wood Exports

Period From: To: 28/01/2021

View Mode: Currency Code:

Load Data Dues

Posting Date	Document Type	Document No.	Description	Doc Inst.	Type	Due Date	Amount (LCY)
18/01/2021	Invoice	21-FX010002	Ordine 106012			31/01/2021	-123,649.1
			***** End Balance *****				-123,649.1
25/01/2021	Invoice	21-FX010003	Ordine 106013			31/01/2021	-1,027.1
			***** End Balance *****				-1,027.1
27/01/2021	Credit Memo	21-FX010004	Nota di credito 109002			31/01/2021	4,659.1
			***** End Balance *****				4,659.1

Statistics

DUES

DUE -120	0.00
-120	0.00
-90	0.00
-60	0.00
-30	0.00

TODAY

0	0.00
---	------

EXPOSITION

+30	-120,017.52
+60	0.00
+90	0.00

2) From the vendor card:

It is possible to reach the function:

Report > Advanced Financials > Bill Sheet

VENDOR CARD | WORK DATE: 28/01/2021

01863656 · American Wood Exports

Process Request Approval New Document Navigate Incoming Documents Vendor Actions Navigate **Report** Fewer options

Vendor - Summary Aging Vendor - Labels Vendor - Balance to Date **Advanced Financials**

Bill Sheet View

No.: 01863656

Name: American Wood Exports

Blocked: [dropdown]

Fiscal Code: [input]

Balance (LCY): 120,017.52

Balance Due (LCY): 0.00


Address & Contact

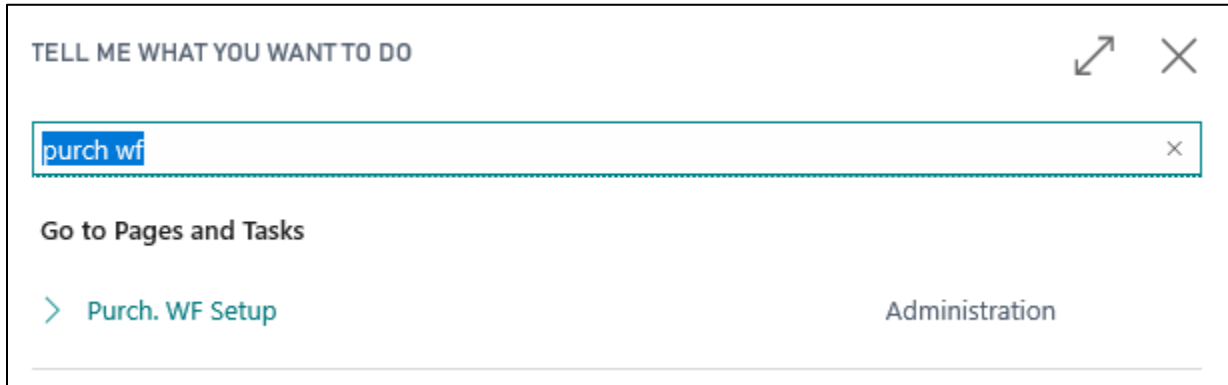


6. PURCHASE CONTRACTS

6.1 PURCHASING CYCLE SETUP

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

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




TELL ME WHAT YOU WANT TO DO ↗ ✕

Go to Pages and Tasks

[> Purch. WF Setup](#) Administration

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



Purch. WF Setup

show attributes

General

Check QP Account Author <input type="checkbox"/>	Mandatory CFO Author <input type="checkbox"/>	Vendor Mandatory <input type="checkbox"/>
Check Cost Type <input type="checkbox"/> User	OSC Dimension <input type="checkbox"/> Global Dimension 1	Buyer Mandatory <input type="checkbox"/>
Show Only Cost Allocation <input type="checkbox"/>	Check Dimension on Backup <input type="checkbox"/>	Check QP Account Det. <input type="checkbox"/>
Mandatory Budget Temp. Aut. <input type="checkbox"/>	Suggest Purchase Request <input type="checkbox"/>	Use Item Lead Time <input type="checkbox"/>
Mandatory User to keep with <input type="checkbox"/>	Check Contract on Release <input type="checkbox"/>	Check Item Order <input type="checkbox"/>
Mandatory User to keep with <input type="checkbox"/>	Use Cost Management <input type="checkbox"/>	

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

Service Nos. <input type="text"/>	Purch. Contract Nos. <input type="text" value="FOR"/>
Purch. Request Nos. <input type="text"/>	Material Payment Nos. <input type="text"/>

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".



USER ID	SERVICE RESP. CTR. FILTER	TIME SH. AD.	E-MAIL	[NAB: REVIEW] REQUEST USER	[NAB: REVIEW] OWNER	[NAB: REVIEW] OWNER	[NAB: REVIEW] OWNER	[NAB: REVIEW] CONTRACT USER	[NAB: REVIEW] CONTRACT USER	[NAB: REVIEW] CONTRACT USER
IFARRAMBII A	:	<input type="checkbox"/>		[NAB: REVIEW]				All	<input type="checkbox"/>	<input type="checkbox"/>
GIANLUCA P.	:	<input type="checkbox"/>		[NAB: REVIEW]				All	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>

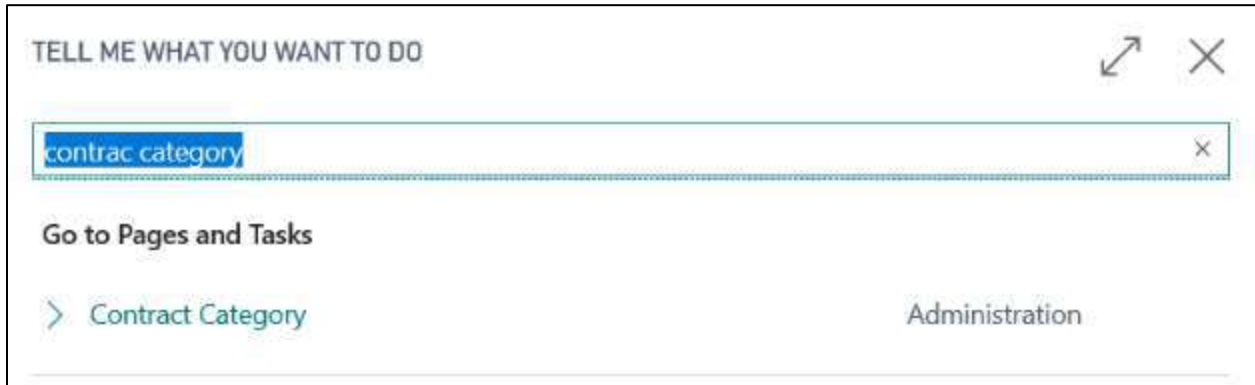
If the various authorizations were not set, when a non-enabled user wants to create a new purchase contract, it would be blocked by a Microsoft Dynamics Business Central error.






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.



TELL ME WHAT YOU WANT TO DO  



Go to Pages and Tasks

[> Contract Category](#) Administration


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.



[NAB: REVIEW]CODI...	[NAB: REVIEW]DESCRIZIONE	PERIOD INVOICE MGT.	PERIOD INVOICE	USE CONTR... DATE AS	EXCLU... FROM CONTR...	CHECK POSTI... INVOICE
AUTO	Contratto auto	Setup	2M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEL	Contratto telefonico	Default	1M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

contract hea

Go to Pages and Tasks

> Contract Header List Lists

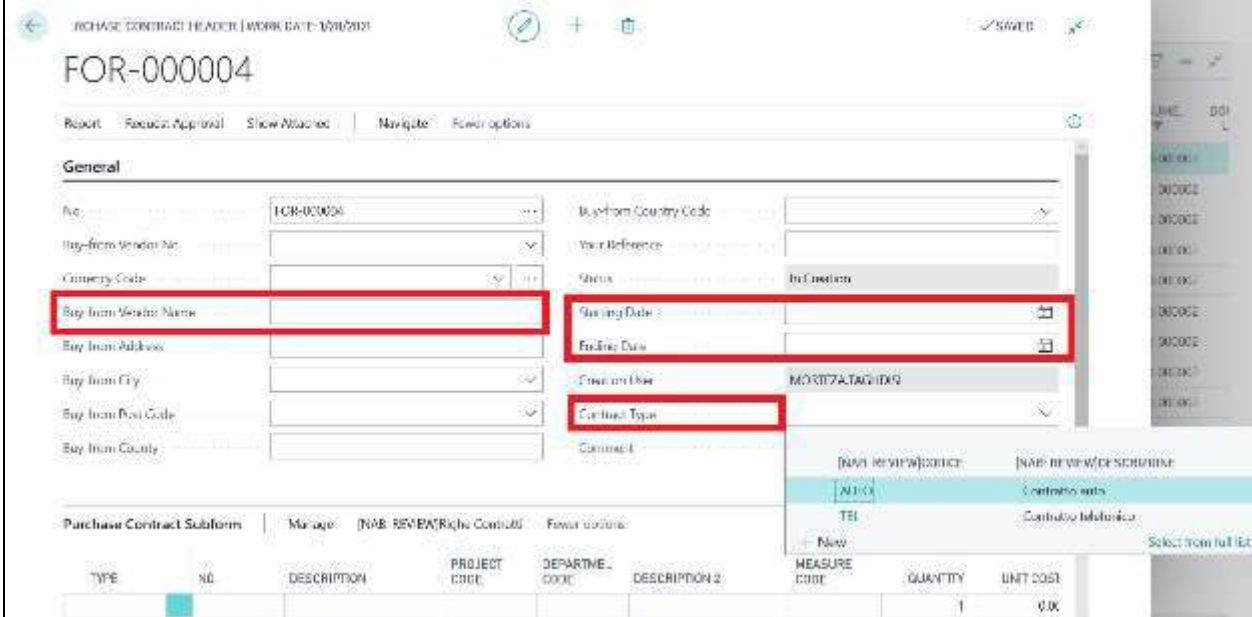
To create a new purchase contract:

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



[NAB: REVIEW]CODI...	[NAB: REVIEW]DESCRIZIONE	PERIOD INVOICE MGT.	PERIOD INVOICE	USE CONTR... DATE AS	EXCLU... FROM CONTR...	CHECK POSTI... INVOICE
AUTO	Contratto auto	Setup	2M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEL	Contratto telefonico	Default	1M	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In the "**General**" section:

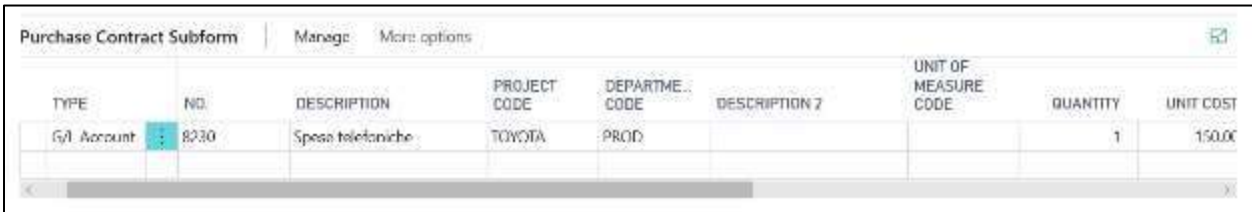


- Enter the "**Buy-from Vendor No.**", MD365 automatically will fill in all the information regarding the Vendor, acquiring it from the relative registry;

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

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

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



TYPE	NO	DESCRIPTION	PROJECT CODE	DEPARTMENT CODE	DESCRIPTION 2	UNIT OF MEASURE CODE	QUANTITY	UNIT COST
G/L Account	8230	Spese telefoniche	TOYOTA	PROD			1	150.00

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



Purchase Contract Subform Manage [NAB: REVIEW]Right Contracti Fewer options

Comments Dimensions [NAB: REVIEW]Invoice Lines

TYPE	QUANTITY	UNIT COST	IDENTIFL	AMOUNT	GROUP	INVOICED	DATE	DATE	INVOICE	ACCOUNT
G/L Account	1	150.00	IVA10	150.00	IVA10		1/1/2021	12/31/2021	TM	8230

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

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

FOR-000002 · Progressive Home Furnishings

Show Attached Navigate Fewer options

[NAB: REVIEW]Contracti Function [NAB: REVIEW]Update Status

Buy from Vendor Name Progress [NAB: REVIEW]Creating Status Starting Date 1/1/2021

Buy from Address 222 Res [NAB: REVIEW]Open Purch. Req. Ending Date 12/31/2021

Buy from City Columbia [NAB: REVIEW]Release Purch. Req. Contract type HR

Buy from Post Code US SC 29 [NAB: REVIEW]Reject Purch. Req. Currency Code USD

Buy from Country Creation User ANDREA BRAMBILLA

Buy from Country Code


Purchase Contract Subform Manage [NAB: REVIEW]Right Contracti Fewer options

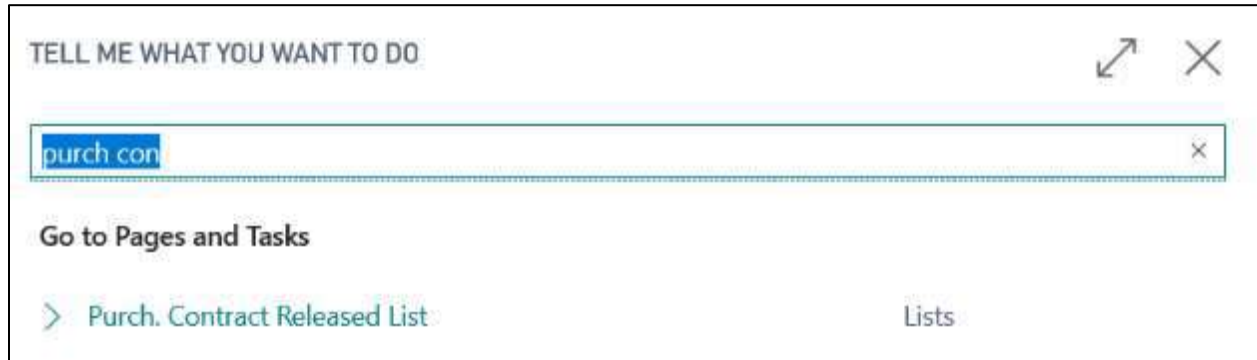
TYPE	QUANTITY	UNIT COST	VAT IDENTIFL	LINE AMOUNT	VAT PROD. POSTING GROUP	QUANTITY INVOICED	STARTING DATE	ENDING DATE	PERIOD INVOICE	G/L ACCOUNT
G/L Account	1	150.00	IVA10	150.00	IVA10	0	1/1/2021	12/31/2021	TM	8230

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



6.4 PURCHASE CONTRACT RELEASED LIST

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



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



← ... CONTRACT HEAD RELEASED | WORK DATE: 1/28/2021

FOR-000002 · Progressive Home Furnishings

Show Attached | **Navigate** | Fewer options

General

NO.	FOR-000002	Your Reference	
Buy from Vendor No.	01254796	Status	Released
Buy from Vendor Name	Progressive Home Furnishings	Starting Date	1/1/2021
Buy from Address	222 Reagan Drive	Ending Date	12/31/2021
Buy from City	Columbia	Contract Type	TEL
Buy from Post Code	US-SC 27136	Currency Code	USD
Buy from Country		Creation User	ANDREA BRAMBILLA
Buy from Country Code			

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

← ... CONTRACT HEAD RELEASED | WORK DATE: 1/28/2021

FOR-000002 · Progressive Home Furnishings

Show Attached | **Navigate** | Fewer options

[NAS: REVIEW]Contratti | Function | [NAS: REVIEW]Update Status

[NAS: REVIEW]Invoice To Receive

NO.	FOR-000002	Your Reference	
Buy from Vendor No.	01254796	Status	Released
Buy from Vendor Name	Progressive Home Furnishings	Starting Date	1/1/2021
Buy from Address	222 Reagan Drive	Ending Date	12/31/2021
Buy from City	Columbia	Contract Type	TEL
Buy from Post Code	US-SC 27136	Currency Code	USD
Buy from Country		Creation User	ANDREA BRAMBILLA
Buy from Country Code			

Purchase Contract Subform | Manage | [NAS: REVIEW]Right Contratti | Fewer options

TYPE	NO.	DESCRIPTION	PROJECT CODE	DEPARTME. CODE	DESCRIPTION 2	UNIT OF MEASURE CODE	QUANTITY	UNIT COST
G/L Account	0230	Spese telefoniche	TOYOTA	PRCD			1	150.00



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

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

RESERV. TYPE	ENTRY NO.	BIL...	CONFIRMED ON	CONFIRMED BY	G/L ACCOUNT NO.	PREV. POSTING DATE	DEPARTME... CODE	PR CO
Purch. Invoi...	1	<input checked="" type="checkbox"/>			8230	1/1/2021	PROD	TO'
Purch. Invoi...	2	<input checked="" type="checkbox"/>			8230	2/1/2021	PROD	TO'
Purch. Invoi...	3	<input checked="" type="checkbox"/>			8230	3/1/2021	PROD	TO'
Purch. Invoi...	4	<input checked="" type="checkbox"/>			8230	4/1/2021	PROD	TO'
Purch. Invoi...	5	<input checked="" type="checkbox"/>			8230	5/1/2021	PROD	TO'
Purch. Invoi...	6	<input checked="" type="checkbox"/>			8230	6/1/2021	PROD	TO'
Purch. Invoi...	7	<input checked="" type="checkbox"/>			8230	7/1/2021	PROD	TO'
Purch. Invoi...	8	<input checked="" type="checkbox"/>			8230	8/1/2021	PROD	TO'
Purch. Invoi...	9	<input checked="" type="checkbox"/>			8230	9/1/2021	PROD	TO'
Purch. Invoi...	10	<input checked="" type="checkbox"/>			8230	10/1/2021	PROD	TO'
Purch. Invoi...	11	<input checked="" type="checkbox"/>			8230	11/1/2021	PROD	TO'
Purch. Invoi...	12	<input checked="" type="checkbox"/>			8230	12/1/2021	PROD	TO'

The "NAVIGATE" function will display the following functions:

UPDATE LINE:

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



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

Search | Filter List | Dimensions | [NAB: RVIEW] Set As Billable | Show Attached | Open in Excel | **More options**

RESERV TYPE	ENTRY NO.	BILL.	CONFIRMED ON	CONFIRMED BY	G/L ACCOUNT NO.	PREV. POSTING DATE	DEPTMTE. CODE	PROJECT CODE	DESCRIPTION	DESCR.
Purch. Invoic...	1				0230	1/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	2				0230	2/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	3				0230	3/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	4				0230	4/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	5				0230	5/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	6				0230	6/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	7				0230	7/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	8				0230	8/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	9				0230	9/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	10				0230	10/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	11				0230	11/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	12				0230	12/1/2021	PROD	TOYOTA	Spese telefoniche	

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

Search | Filter List | Dimensions | [NAB: RVIEW] Set As Billable | Show Attached | Open in Excel | **More options**

Sec. G/L Entry | [NAB: RVIEW] Update Line | Functions

TYPE	BY	NO.	DATE	CODE	CODE	DESCRIPTION	DESCR.
Purch. Invoic...		0230	1/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...		0230	2/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...		0230	3/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...		0230	4/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...		0230	5/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...		0230	6/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...		0230	7/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...		0230	8/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...		0230	9/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...		0230	10/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...		0230	11/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...		0230	12/1/2021	PROD	TOYOTA	Spese telefoniche	

Functions:

- [NAB: RVIEW] Close Line
- [NAB: RVIEW] Close Remaining Amount
- [NAB: RVIEW] Change Line Amount

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.



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

Search | Bill List | Dimensions | [NAB: REVIEW]Set As Billable | Show Attached | Open in Excel | **Navigate** | Power options

Res. G/L Entry | [NAB: REVIEW]Update Line | **Functions**

TYPE	ENTRY NO.	BILL.	CONF.	[NAB: REVIEW]Create Document	DATE	CODE	CODE	DESCRIPTION	DESCR.
Purch. Invoic...	1			[NAB: REVIEW]Apply to Invoice Line	1/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	2			Dimensions	2/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	3			[NAB: REVIEW]Set As Billable	3/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	4				4/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	5				5/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	6				6/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	7				7/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	8				8/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	9				9/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	10				10/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	11				11/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	12				12/1/2021	PROD	TOYOTA	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.

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

Search | Bill List | Dimensions | [NAB: REVIEW]Set As Billable | Show Attached | Open in Excel | **Navigate** | Power options

Res. G/L Entry | [NAB: REVIEW]Update Line | **Functions**

TYPE	ENTRY NO.	BILL.	CONF.	[NAB: REVIEW]Create Document	DATE	CODE	CODE	DESCRIPTION	DESCR.
Purch. Invoic...	1			[NAB: REVIEW]Apply to Invoice Line	1/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	2			Dimensions	2/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	3			[NAB: REVIEW]Set As Billable	3/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	4				4/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	5				5/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	6				6/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	7				7/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	8				8/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	9				9/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	10				10/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	11				11/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invoic...	12				12/1/2021	PROD	TOYOTA	Spese telefoniche	

EDIT - APPLY G/L RESERV TO DOCUM LINE

Document Type: Sales Invoice

Document No.: ...

Document Line No.: ...

Schedule... OK Cancel

- **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.

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

Search | Coll List | Dimensions | [NAB: REVIEW]Set As Billable | Show Attached | Open in Excel | Navigate | Power options

Res. G/L Entry: [NAB: REVIEW]Update Line | Functions

TYPE	ENTRY NO.	BIL.	CONF	DATE	CODE	CODE	DESCRIPTION	DESCR
Purch. Invo...	1	<input checked="" type="checkbox"/>		1/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invo...	2	<input checked="" type="checkbox"/>		2/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invo...	3	<input checked="" type="checkbox"/>		3/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invo...	4	<input checked="" type="checkbox"/>		4/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invo...	5	<input checked="" type="checkbox"/>		5/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invo...	6	<input checked="" type="checkbox"/>		6/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invo...	7	<input checked="" type="checkbox"/>		7/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invo...	8	<input checked="" type="checkbox"/>		8/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invo...	9	<input checked="" type="checkbox"/>		9/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invo...	10	<input checked="" type="checkbox"/>		10/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invo...	11	<input checked="" type="checkbox"/>		11/1/2021	PROD	TOYOTA	Spese telefoniche	
Purch. Invo...	12	<input checked="" type="checkbox"/>		12/1/2021	PROD	TOYOTA	Spese telefoniche	

Functions menu items:
 [NAB: REVIEW]Create Document
 [NAB: REVIEW]Apply to Invoiced Line
 Dimensions
 [NAB: REVIEW]Set As Billable

INSTRUMENTS:

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



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

Search Edit List Dimensions [NAB: REVIEW] Set As Billable Show Attached Open in Excel **Navigate** Power options

Res. G/L Entry [NAB: RFWFV] Update Line Functions

[NAB: RFWFV] Document Detail	BILL	CONFIRMED ON	BY	NO.	DATE	CODE	CODE	DESCRIPTION
Purch. Invoi... 1	<input checked="" type="checkbox"/>			8230	1/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi... 2	<input checked="" type="checkbox"/>			8230	2/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi... 3	<input checked="" type="checkbox"/>			8230	3/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi... 4	<input checked="" type="checkbox"/>			8230	4/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi... 5	<input checked="" type="checkbox"/>			8230	5/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi... 6	<input checked="" type="checkbox"/>			8230	6/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi... 7	<input checked="" type="checkbox"/>			8230	7/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi... 8	<input checked="" type="checkbox"/>			8230	8/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi... 9	<input checked="" type="checkbox"/>			8230	9/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi... 10	<input checked="" type="checkbox"/>			8230	10/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi... 11	<input checked="" type="checkbox"/>			8230	11/1/2021	PROD	TOYOTA	Spese telefoniche
Purch. Invoi... 12	<input checked="" type="checkbox"/>			8230	12/1/2021	PROD	TOYOTA	Spese telefoniche



7. PURCHASE REQUESTS

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

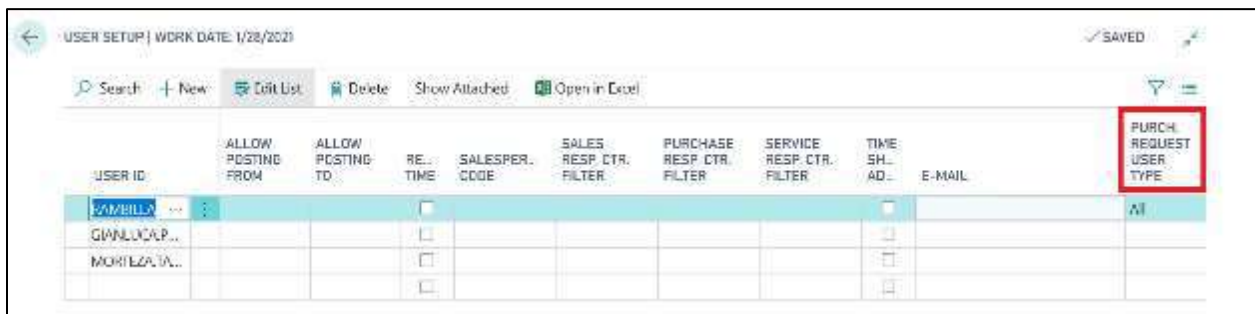
Use the search function to access the "User Setup" page and configure users.



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

The options present for that field are:

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



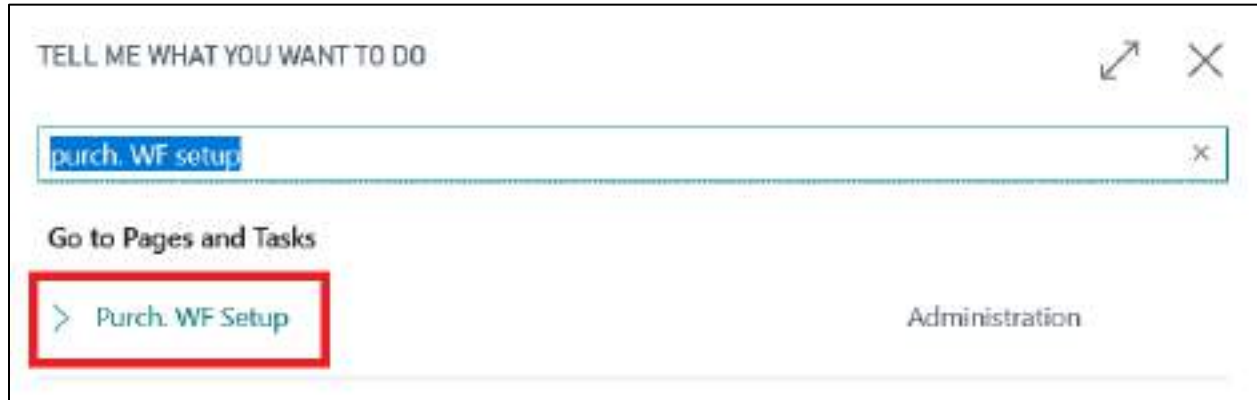
USER SETUP | WORK DATE: 1/28/2021

SEARCH + New Edit List Delete Show Attached Open in Excel

USER ID	ALLOW POSTING FROM	ALLOW POSTING TO	RE. TIME	SALES PER. CODE	SALES RESP. CTR. FILTER	PURCHASE RESP. CTR. FILTER	SERVICE RESP. CTR. FILTER	TIME SH. AD.	E-MAIL	PURCH. REQUEST USER TYPE
RAMBILLO...			<input type="checkbox"/>					<input type="checkbox"/>		All
GIANLUCA...			<input type="checkbox"/>					<input type="checkbox"/>		
MORILZA...			<input type="checkbox"/>					<input type="checkbox"/>		

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.

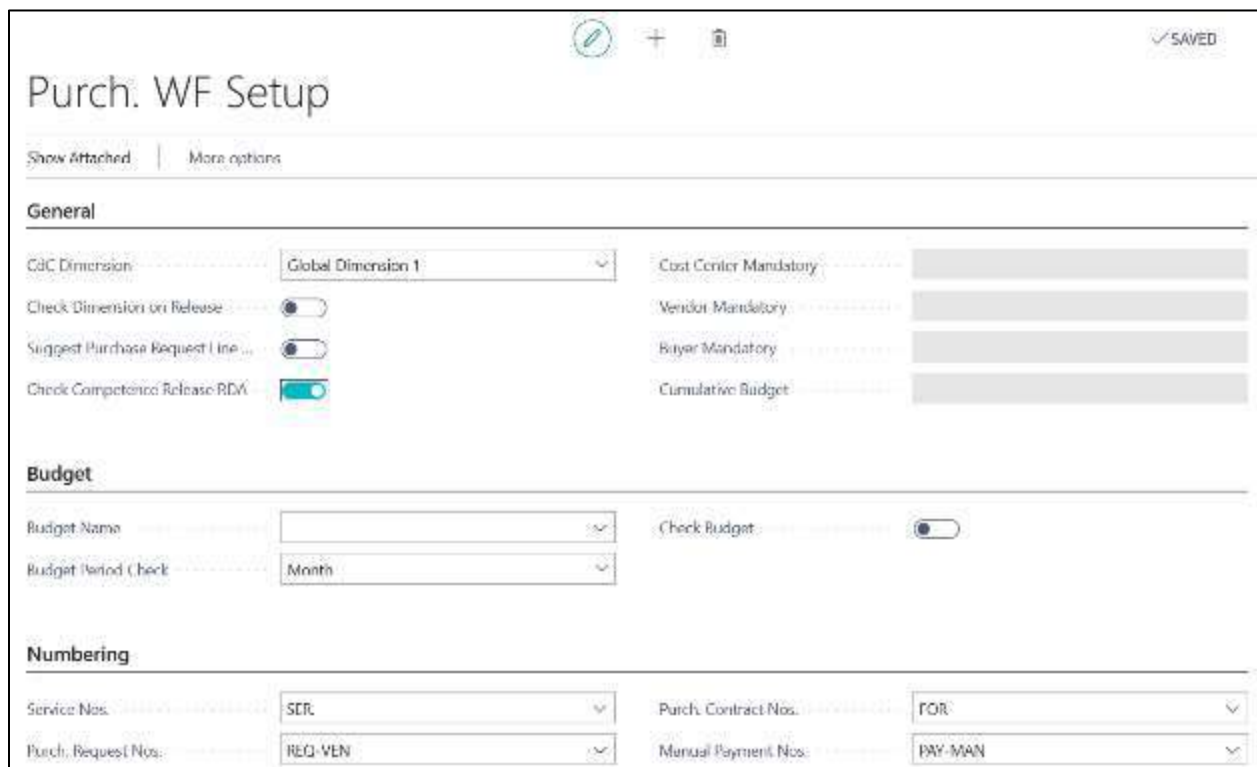


TELL ME WHAT YOU WANT TO DO

purch. WF setup

Go to Pages and Tasks

> Purch. WF Setup Administration



Purch. WF Setup

Show Attached | More options

General

CdC Dimension: Global Dimension 1

Check Dimension on Release:

Suggest Purchase Request Line:

Check Competence Release RDA:

Cost Center Mandatory:

Vendor Mandatory:

Buyer Mandatory:

Cumulative Budget:

Budget

Budget Name:

Budget Period (check): Month

Check Budget:

Numbering

Service Nos.: SER

Purch. Contract Nos.: FOR

Purch. Request Nos.: REQ-VEN

Manual Payment Nos.: PAY-MAN

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:**

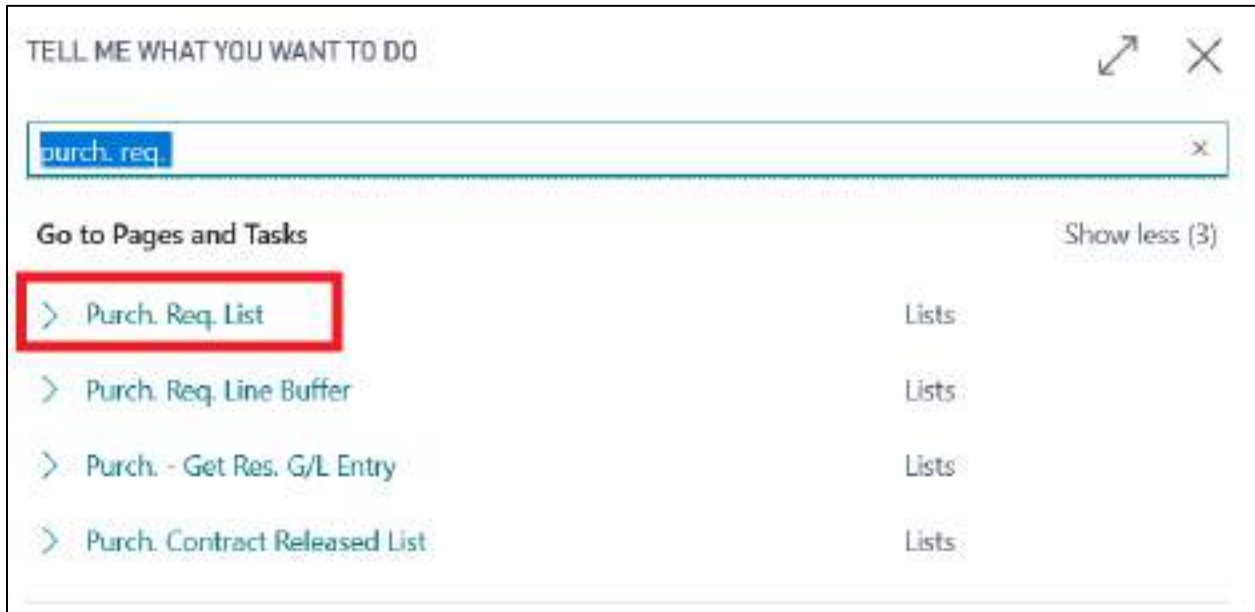
In Numbering:

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



7.1 PURCHASE REQUEST WITHOUT APPROVAL WORKFLOW

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

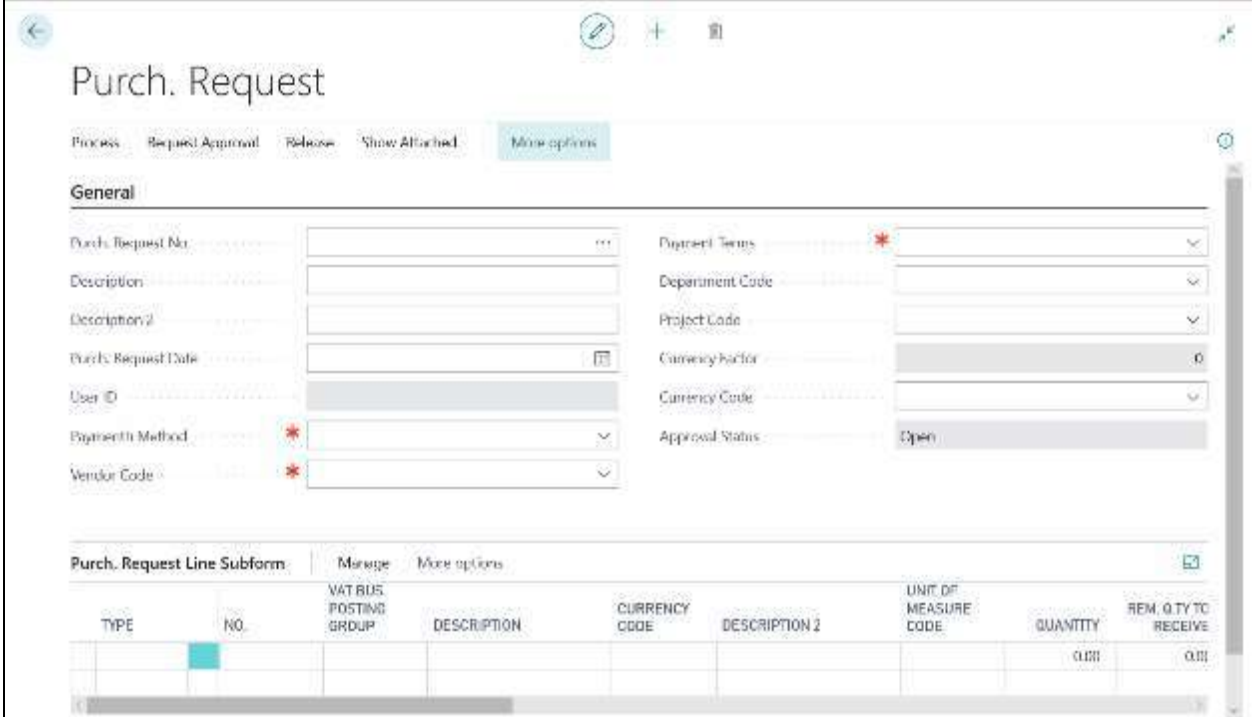


This opens the page where new purchase requests can be created, using the "New" function:



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





In general:

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

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

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

For example:

Purch. Request

Process Request Approval Release Show Attached More options

General

Purch. Request No.	PR0001	Payment terms	C.M.
Description		Department Code	
Description 2		Project Code	
Purch. Request Date	1/11/2020	Currency factor	1.4849212141956281
User ID	MORTEZA.TAGH-DISI	Currency Code	CAD
Payment Method	TRASFONDI	Approval Status	Open
Vendor Code	01905283		

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:

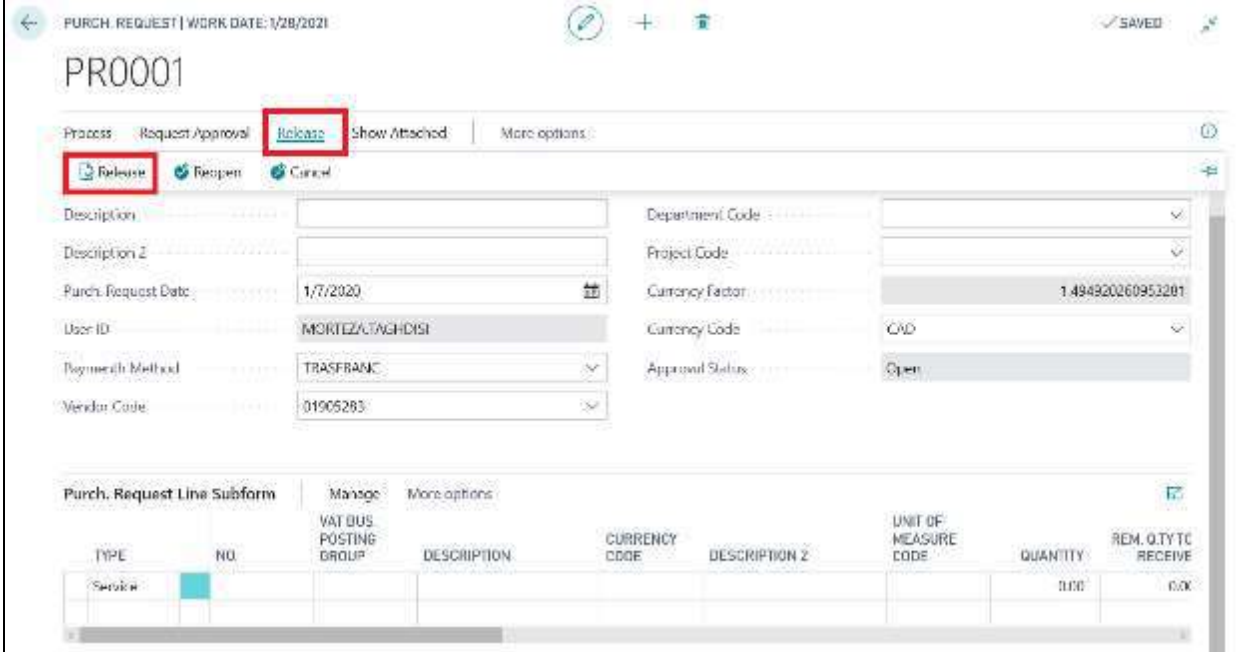
- C / G account;
- Article;
- Fixed Asset;
- Service; see the related paragraph

Purch. Request Line Subform Manage More options

TYPE	NO.	VAT BUS. POSTING GROUP	DESCRIPTION	CURRENCY CODE	DESCRIPTION 2	UNIT OF MEASURE CODE	QUANTITY	REM. Q.TY TO RECEIVE
Service							0.00	0.00

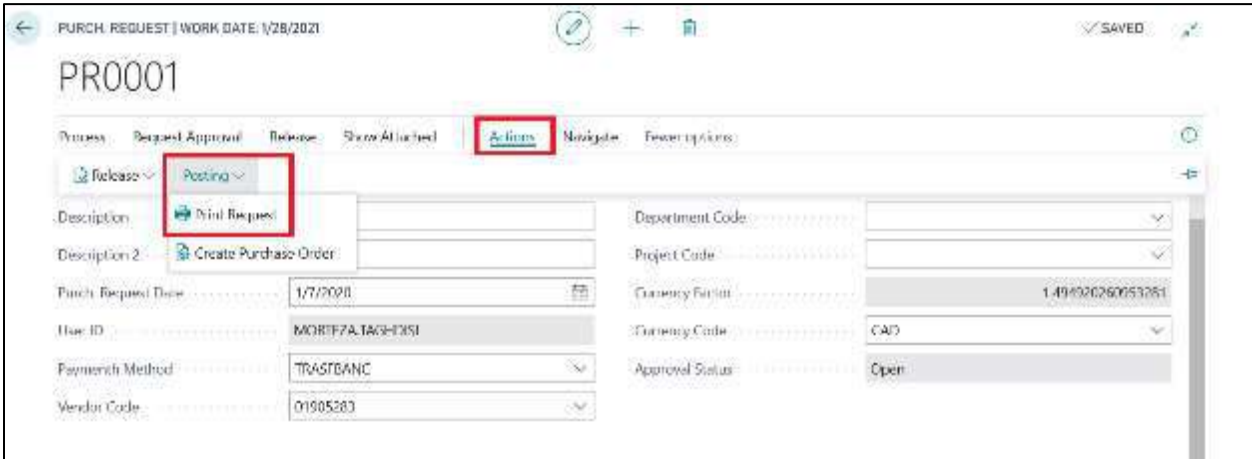
After correctly filling in the lines of the purchase request, it will be necessary to release it, through the appropriate function:





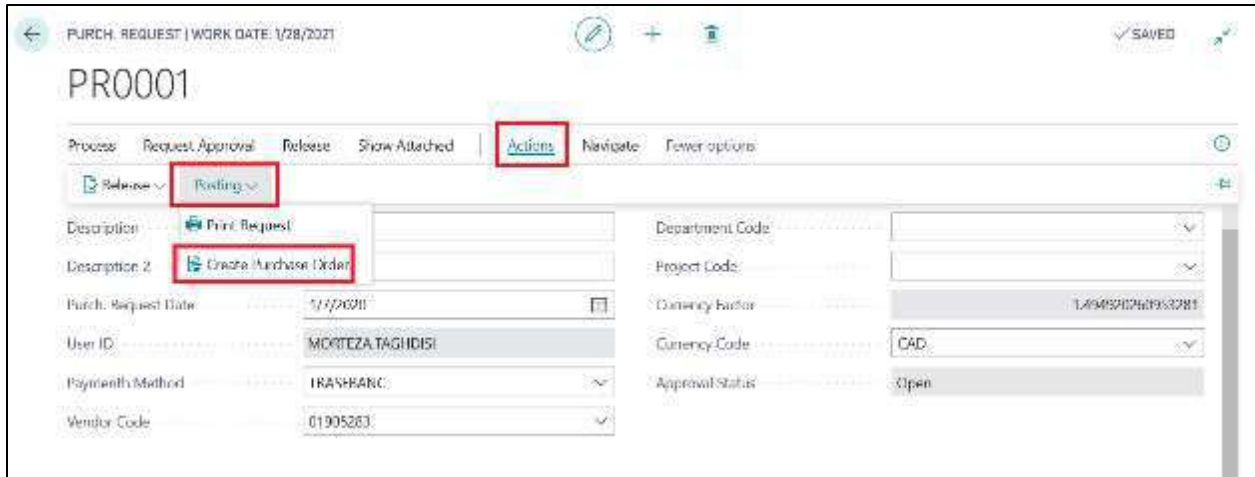
Following the release, it can be reopened for any changes or it will be possible:

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



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





PURCH. REQUEST | WORK DATE: 1/28/2021

PR0001

Process: Request Approval Release Show Attached **Actions** Navigate Power options

Release Posting

Description: Print Request

Description 2: **Create Purchase Order**

Purch. Request Date: 1/27/2021

User ID: MORTEZA TAGHIDISI

Payment Method: IRANRANC

Vendor Code: 01905263

Department Code: [dropdown]

Project Code: [dropdown]

Currency Factor: 1.4945912461933281

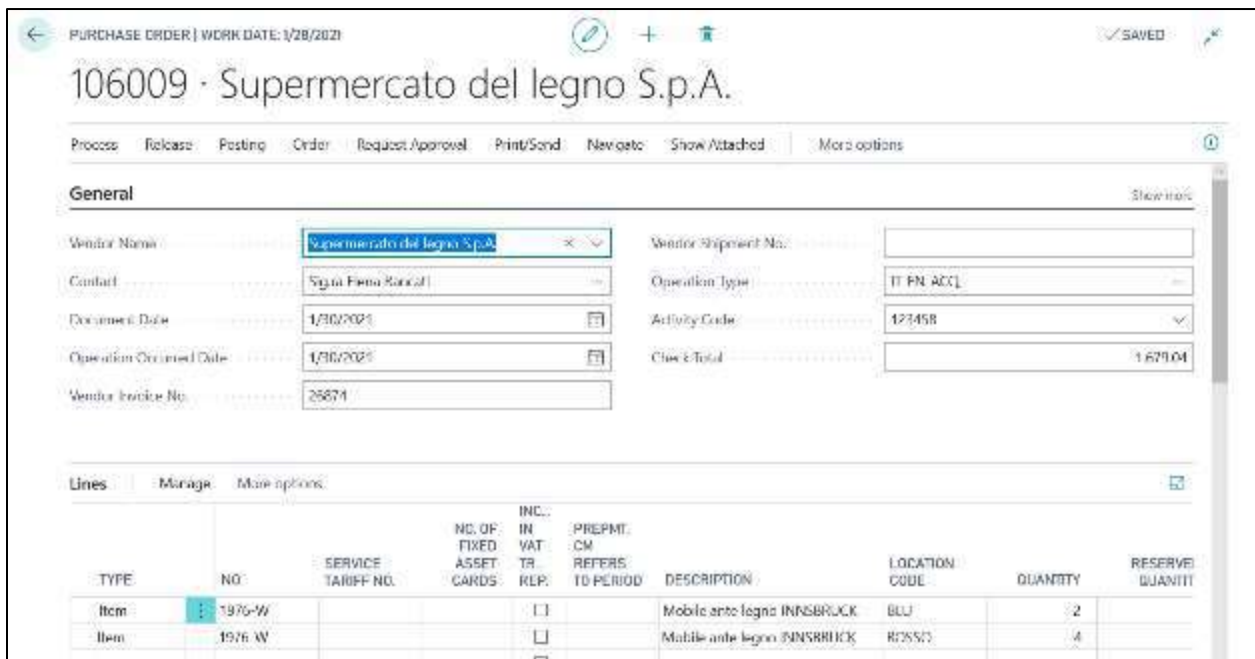
Currency Code: CAD

Approval Status: Open

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).



PURCHASE ORDER | WORK DATE: 1/28/2021

106009 - Supermercato del legno S.p.A.

Process: Release Posting **Order** Request Approval Print/Send Navigate Show Attached More options

General

Vendor Name: Supermercato del legno S.p.A.

Contact: Sig.ra Fiamma Rancati

Document Date: 1/30/2021

Operation Occurred Date: 1/30/2021

Vendor Invoice No.: 25871

Vendor Shipment No.: [empty]

Operation type: IT FN ACC1

Activity Code: 42145B

Check Total: 1.679,04

Lines Manage More options

TYPE	NO.	SERVICE TARIFF NO.	NO. OF FIXED ASSET CARDS	INC. IN VAT TR. REP.	PREPMT. CM REFERS TO PERIOD	DESCRIPTION	LOCATION CODE	QUANTITY	RESERVE QUANTITY
Item	1976-W			[checkbox]		Mobile ante legno INNSBRUCK	BLU	2	
Item	1976-W			[checkbox]		Mobile ante legno INNSBRUCK	ROSSO	4	



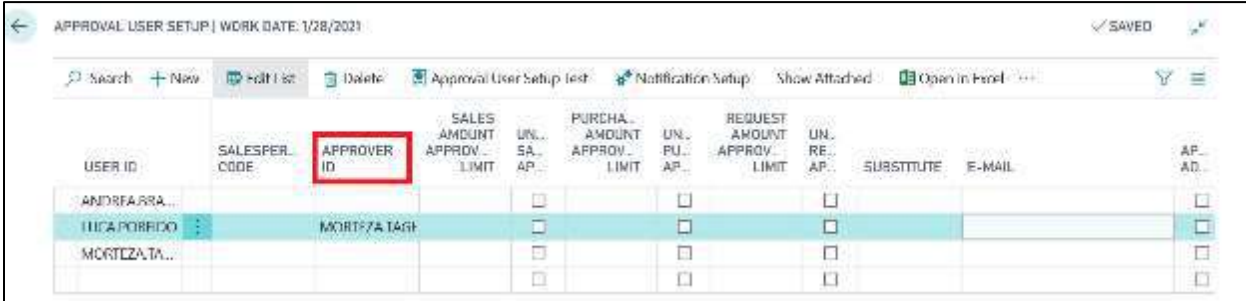
7.2 PURCHASE REQUEST WITH APPROVAL WORKFLOW

7.2.1 Approval with direct approver

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



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



APPROVAL USER SETUP | WORK DATE: 1/28/2021

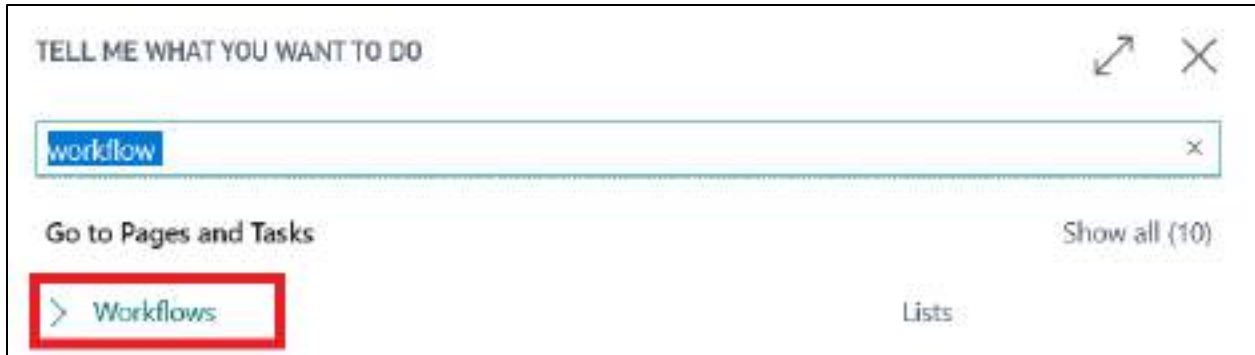
SEARCH + New EDIT LIST DELETE Approval User Setup Test Notification Setup Show Attached Open in Portal

USER ID	SALES PER. CODE	APPROVER ID	SALES AMOUNT APPROV. LIMIT	UN. SA. AP.	PURCHA. AMOUNT APPROV. LIMIT	UN. PU. AP.	REQUEST AMOUNT APPROV. LIMIT	UN. RE. AP.	SUBSTITUTE	E-MAIL	AP. AD.
ANDREAFARRA...				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
ILICA PORRIDO		MORTEZATA...		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
MORTEZATA...				<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>

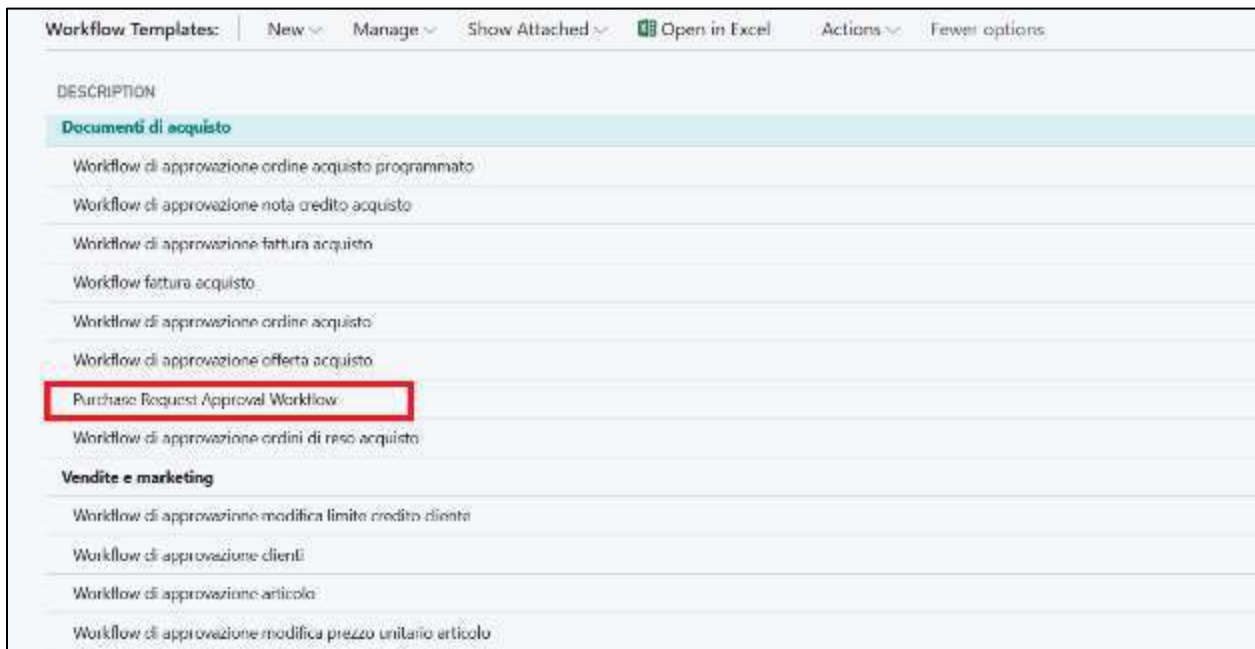
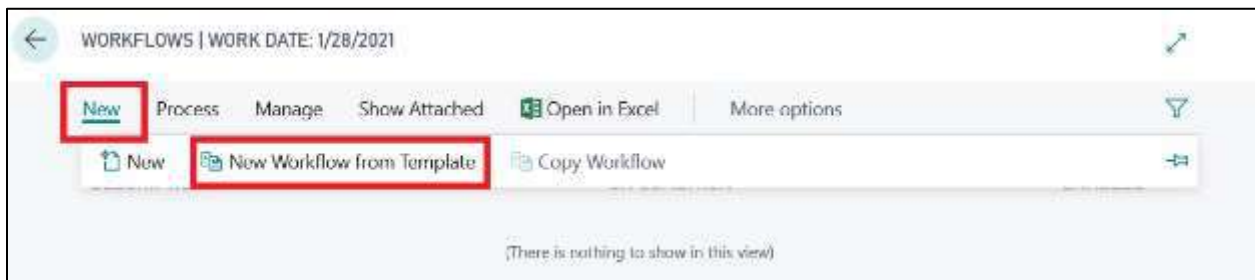
7.2.1.2 Workflow Creation - Direct Approver

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



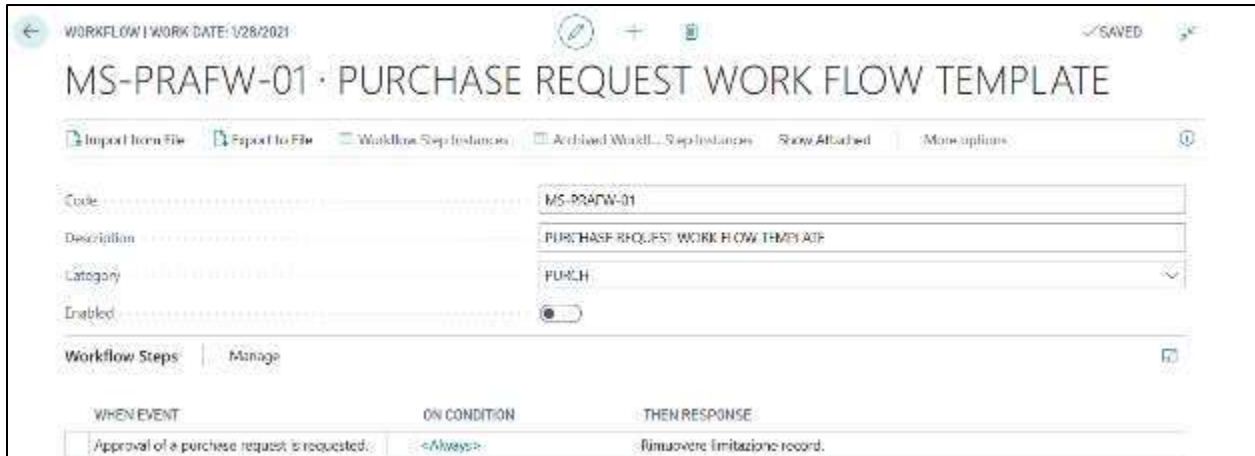


When opening the page, click on "new" and then use the "New Workflow From Template" function to recall the model of the purchase requests.



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





WORKFLOW | WORK DATE: 1/28/2021

MS-PRAPW-01 · PURCHASE REQUEST WORK FLOW TEMPLATE

Import from File | Export to File | Workflow Step Instances | Archived Workl... Step Instances | Show Attached | More options

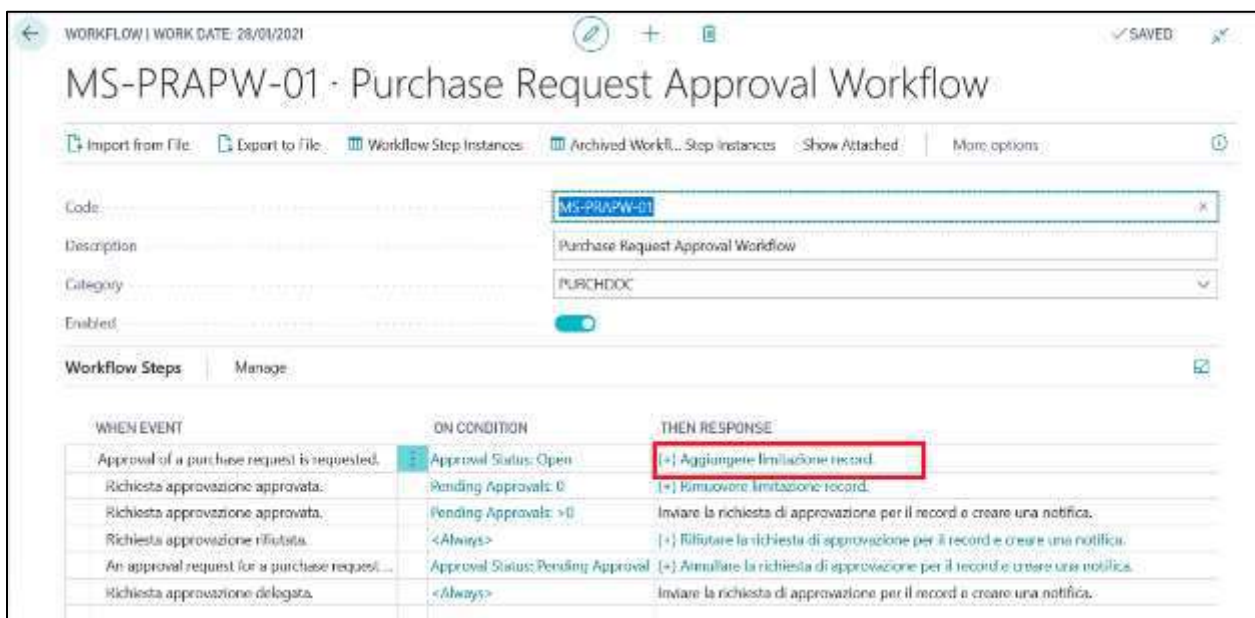
Code: MS-PRAPW-01
 Description: PURCHASE REQUEST WORK FLOW TEMPLATE
 Category: PURCH
 Enabled:

Workflow Steps | Manage

WHEN EVENT	ON CONDITION	THEN RESPONSE
Approval of a purchase request is requested.	<Always>	rimuovere limitazione 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".



WORKFLOW | WORK DATE: 28/01/2021

MS-PRAPW-01 · Purchase Request Approval Workflow

Import from File | Export to File | Workflow Step Instances | Archived Workl... Step Instances | Show Attached | More options

Code: MS-PRAPW-01
 Description: Purchase Request Approval Workflow
 Category: PURCHDOC
 Enabled:

Workflow Steps | Manage

WHEN EVENT	ON CONDITION	THEN RESPONSE
Approval of a purchase request is requested.	Approval Status: Open	(+) Aggiungere limitazione record.
Richiesta approvazione approvata.	Pending Approvals: 0	(+) Rimuovere limitazione record.
Richiesta approvazione approvata.	Pending Approvals: >0	Inviare la richiesta di approvazione per il record e creare una notifica.
Richiesta approvazione rifiutata.	<Always>	(+) Rifiutare la richiesta di approvazione per il record e creare una notifica.
An approval request for a purchase request ...	Approval Status: Pending Approval	(+) Annullare la richiesta di approvazione per il record e creare una notifica.
Richiesta approvazione delegata.	<Always>	Inviare la richiesta di approvazione per il record e creare una notifica.

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

EDIT - WORKFLOW RESPONSES - È NECESSARIA L'APPROVAZIONE DI UN DOCUMENTO DI ACQUISTO.

RESPONSE

Aggiungere limitazione record.	x	...	⋮
Impostare lo stato documento su Approvazione in sospeso.			
Creare una richiesta di approvazione per il record utilizzando il tipo di responsabile approvazione Approver e approver limit type Appro...			
Inviare la richiesta di approvazione per il record e creare una notifica.			

Options for the Selected Response

You cannot set options for this workflow response.

OK Cancel

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.



EDIT - WORKFLOW RESPONSES - È NECESSARIA L'APPROVAZIONE DI UN DOCUMENTO DI ACQUISTO.

RESPONSE

Aggiungere limitazione record.	
Impostare lo stato documento su Approvazione in sospeso.	
Creare una richiesta di approvazione per il record utilizzando il tipo di responsabile approvazione Approver e approver limit type	x ...
Inviare la richiesta di approvazione per il record e creare una notifica.	

Options for the Selected Response

Show Confirmation Message

Due Date Formula

Delegate After

Approver Type

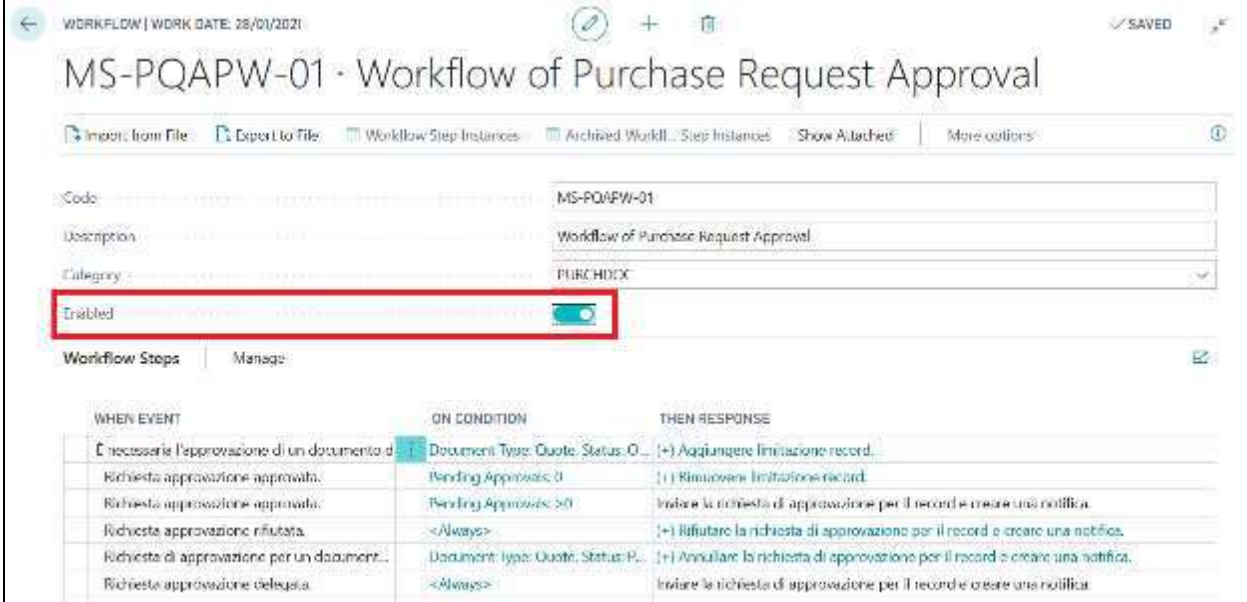
Approver Limit Type

[Open Approval User Setup](#)

OK Cancel

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 | WORK DATE: 28/01/2021

MS-PQAPW-01 - Workflow of Purchase Request Approval

Import from File | Export to File | Workflow Step Instances | Archived Workfl... Step Instances | Show Attached | More options

Code: MS-PQAPW-01
 Description: Workflow of Purchase Request Approval
 Category: PURCHDOCC
 Enabled:

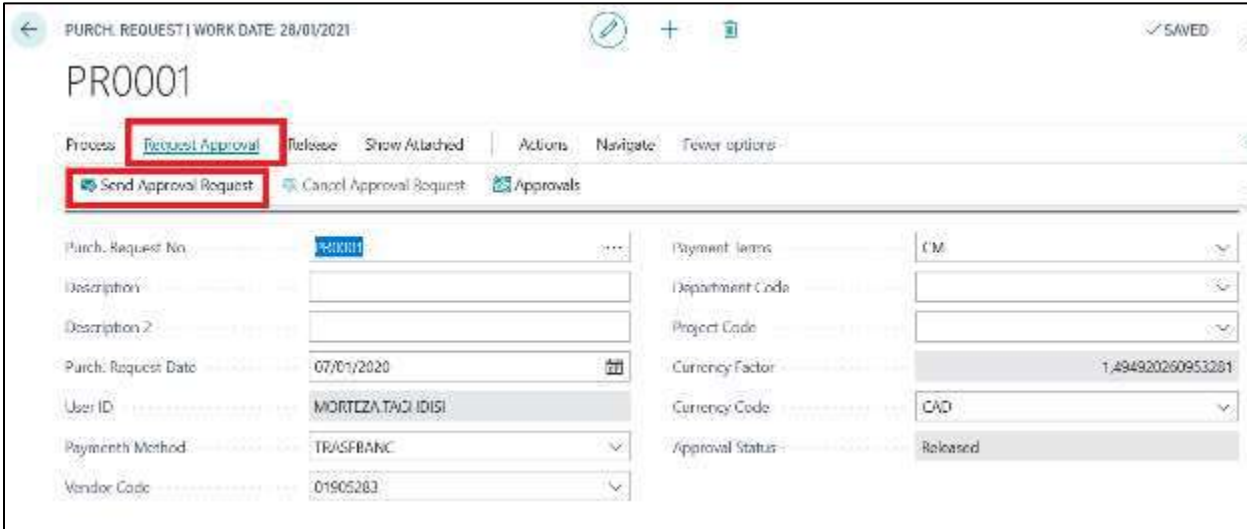
Workflow Steps | Manage

WHEN EVENT	ON CONDITION	THEN RESPONSE
È necessaria l'approvazione di un documento d...	Document Type: Quote, Status: O...	(+) Aggiungere limitazione record.
Richiesta approvazione approvata.	Pending Approvals: 0	(-) Rimuovere limitazione record.
Richiesta approvazione approvata.	Pending Approvals: >0	Inviare la richiesta di approvazione per il record e creare una notifica.
Richiesta approvazione rifiutata.	<Always>	(+) Rifiutare la richiesta di approvazione per il record e creare una notifica.
Richieste di approvazione per un document...	Document Type: Quote, Status: P...	(+) Annullare la richiesta di approvazione per il record e creare una notifica.
Richiesta approvazione delegata.	<Always>	Inviare la richiesta di approvazione per il record e creare una notifica.

7.2.1.3 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.



PURCH. REQUEST | WORK DATE: 28/01/2021

PR0001

Process: Request Approval | Release | Show Attached | Actions | Navigate | Fewer options

Send Approval Request | Cancel Approval Request | Approvals

Purch. Request No: PR0001 | Payment terms: C/M
 Description: | Department Code: |
 Description 2: | Project Code: |
 Purch. Request Date: 07/01/2020 | Currency Factor: 1.494920260953281
 User ID: MORTEZA.TAVCI.IDISI | Currency Code: CAD
 Payment Method: TRASFIBANC | Approval Status: Released
 Vendor Code: 01905283

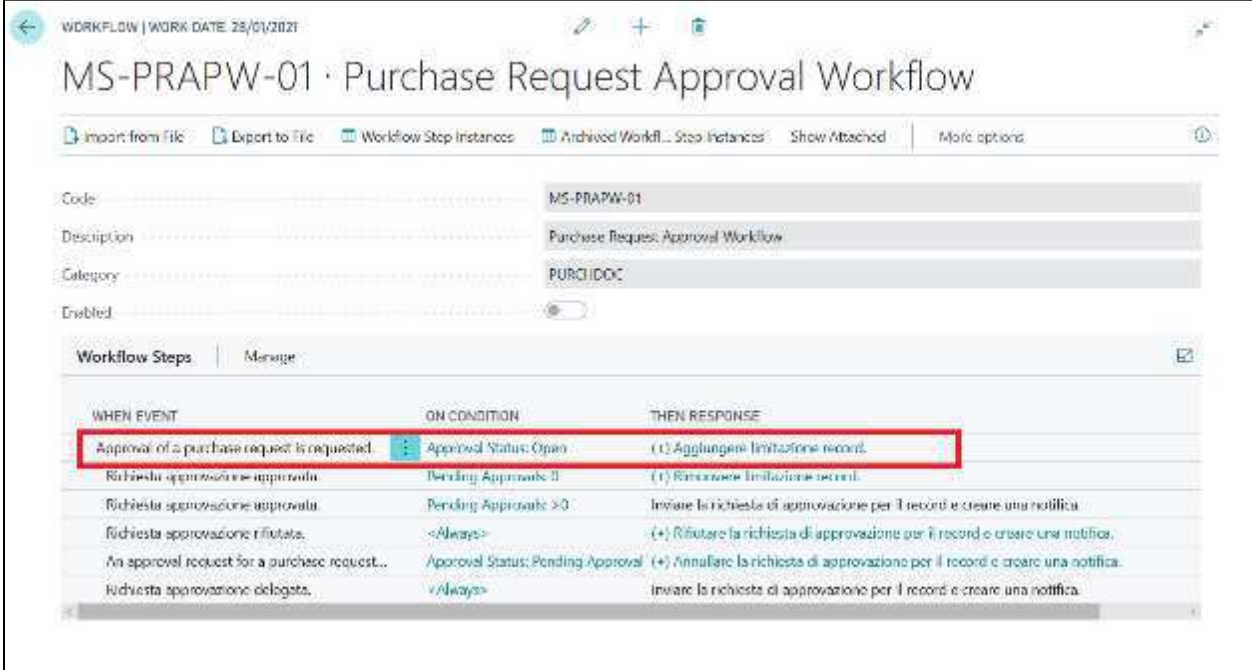
In this way the status of the purchase request changes from "Open" to "Approval Pending "



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

7.2.2 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.



WORKFLOW | WORK DATE: 28/01/2021

MS-PRAPW-01 · Purchase Request Approval Workflow

Import from File | Export to File | Workflow Step Instances | Archived Workfl... Step Instances | Show Attached | More options

Code: MS-PRAPW-01
 Description: Purchase Request Approval Workflow
 Category: PURCI.DOC
 Enabled:

Workflow Steps | Manage

WHEN EVENT	ON CONDITION	THEN RESPONSE
Approval of a purchase request is requested.	Approval Status: Open	(+) Aggiungere limitazione record.
Richiesta approvazione approvata	Pending Approvals = 0	(-) Rimozione limitazione record.
Richiesta approvazione approvata	Pending Approvals > 0	Inviare la richiesta di approvazione per il record e creare una notifica.
Richiesta approvazione rifiutata.	<Always>	(+) Rifiutare la richiesta di approvazione per il record e creare una notifica.
An approval request for a purchase request...	Approval Status: Pending Approval	(+) Annullare la richiesta di approvazione per il record e creare una notifica.
Richiesta approvazione delegata.	<Always>	Inviare la richiesta di approvazione per il record e creare 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.



EDIT - WORKFLOW RESPONSES - APPROVAL OF A PURCHASE REQUEST IS REQUESTED.

RESPONSE

Aggiungere limitazione record.	
Impostare lo stato documento su Approvazione in sospeso.	
Creare una richiesta di approvazione per il record utilizzando il tipo di responsabile approvazione Workflow User Group e workflow	
Inviare la richiesta di approvazione per il record e creare una notifica.	

Options for the Selected Response

Show Confirmation Message

Due Date Formula

Delegate After

Approver Type

Workflow User Group Code

[Open Approval User Setup](#)

OK Cancel

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



EDIT - WORKFLOW RESPONSES - APPROVAL OF A PURCHASE REQUEST IS REQUESTED.

RESPONSE

Aggiungere limitazione record.	
Impostare lo stato documento su Approvazione in sospeso.	
Creare una richiesta di approvazione per il record utilizzando il tipo di responsabile approvazione Workflow User Group e workflow user g	⋮
Inviare la richiesta di approvazione per il record e creare una notifica.	

Options for the Selected Response

Show Confirmation Message

Due Date Formula

Delegate After Never

Approver Type Workflow User Group

Workflow User Group Code 01

Open Approval User Setup

CODE	DESCRIPTION
01	
02	

+ New Select from full list

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.

Search + New Edit List Delete Edit View Show Attached Open in Excel Actions Fewer options

Workflow User Group

CODE	DESCRIPTION
01	
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.



GROUP CUSTOM | WORK DATE: 28/01/2021

03

Show Attached [Open in Excel](#)

DEPARTMENT CODE	CDC DESCRIPTION
AMM	Amministrazione

Workflow User Group Custom Member | Manage

USER NAME	GREATER THAN ...	EXTRA BUDGET	SEQUENCE NO.
ALBERTO.BRAMBILLA	0,00	<input type="checkbox"/>	1
GIANLUCA.PORFIDO	0,00	<input type="checkbox"/>	2
		<input type="checkbox"/>	

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



← ...OUP CUSTOM | WORK DATE: 28/01/2021 ✎ + 🗑️ ✓ SAVED ↗️

03 · MKTG

Show Attached 📄 Open in Excel

DEPARTMENT CODE	CDC DESCRIPTION
AMM	Amministrazione
MKTG	Marketing

Workflow User Group Custom Member | Manage 📄

USER NAME	GREATER THAN ...	EXTRA BUDGET	SEQUENCE NO.
ALBERTO.BRAMBILLA	100,00	<input type="checkbox"/>	1
GIANLUCA.PORFIDO	500.000,00	<input type="checkbox"/>	2

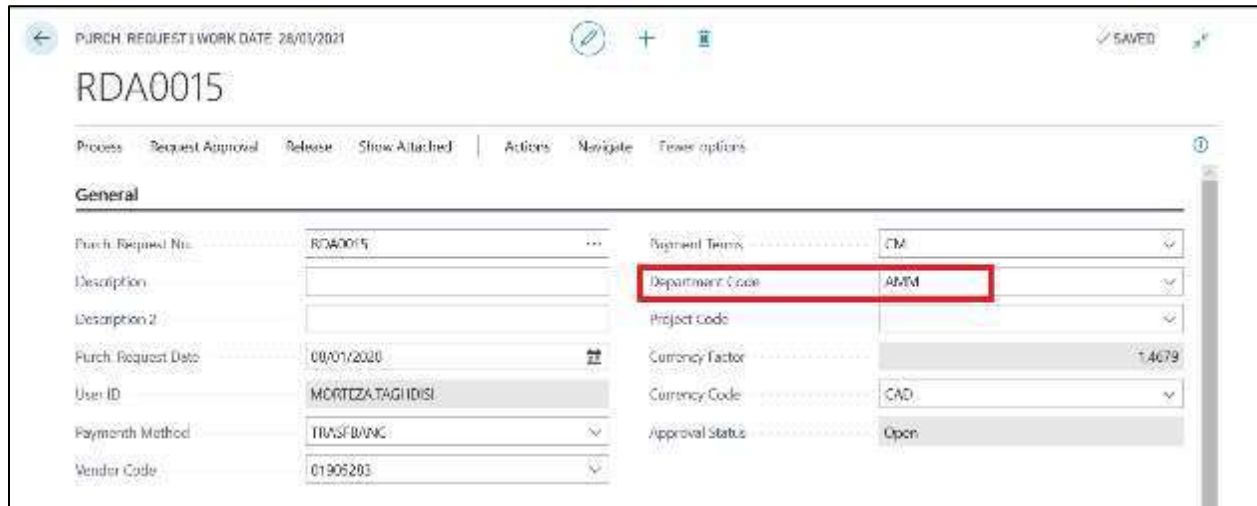
In this way, if the purchase request is less than € 100, it has to be approved only by the first user, if greater than € 100, it has to follow further approval procedures.



7.2.2.1 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.



← PURCH. REQUEST | WORK DATE: 28/01/2021

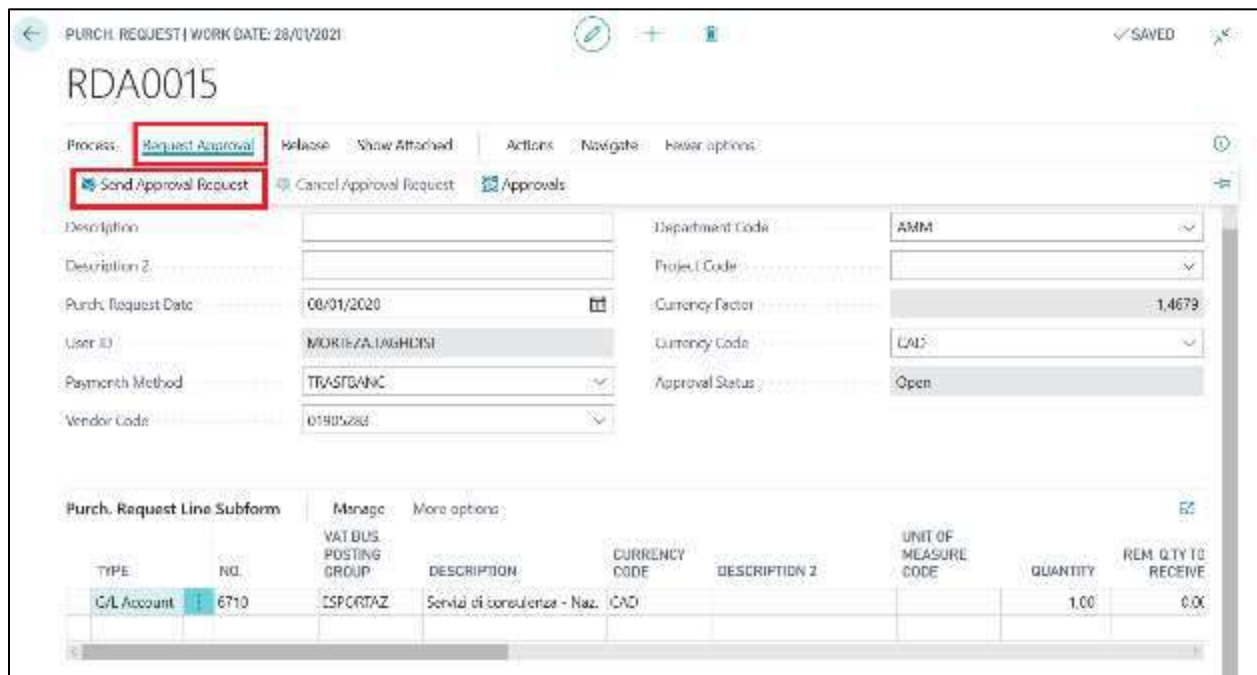
RDA0015

Process: Request Approval Release Show Attached Actions Navigate Footer options

General

Purch. Request No.	RDA0015	Payment Terms	CM
Description		Department Code	AMM
Description 2		Project Code	
Purch. Request Date	08/01/2020	Currency Factor	1.4679
User ID	MORTEZA.TAGHIDISI	Currency Code	CAD
Payment Method	TRNSFBANC	Approval Status	Open
Vendor Code	01905283		

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.



← PURCH. REQUEST | WORK DATE: 28/01/2021

RDA0015

Process: **Request Approval** Release Show Attached Actions Navigate Footer options

Send Approval Request Cancel Approval Request Approvals

Description		Department Code	AMM
Description 2		Project Code	
Purch. Request Date	08/01/2020	Currency Factor	1.4679
User ID	MORTEZA.TAGHIDISI	Currency Code	CAD
Payment Method	TRNSFBANC	Approval Status	Open
Vendor Code	01905283		

Purch. Request Line Subform Manage More options

TYPE	NO.	VAT BUS POSTING GROUP	DESCRIPTION	CURRENCY CODE	DESCRIPTION 2	UNIT OF MEASURE CODE	QUANTITY	REM. QTY TO RECEIVE
G/L Account	6110	ESPCRTAZ	Servizi di consulenza - Naz.	CAD			1.00	0.00

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

PURCH. REQUEST | WORK DATE: 28/01/2020

RDA0015

Process Request/Approval Release Show Attached Actions Navigate Fewer options

Purch. Request No	RDA0015	Payment Terms	CM
Description		Department Code	AMM
Description 2		Project Code	
Purch. Request Date	00/01/2020	Currency Factor	1.4679
User ID	MORTEZA.TAGHIDISI	Currency Code	EUR
Payment Method	TRASFRANK	Approval Status	Pending Approval
Vendor Code	01905283		

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

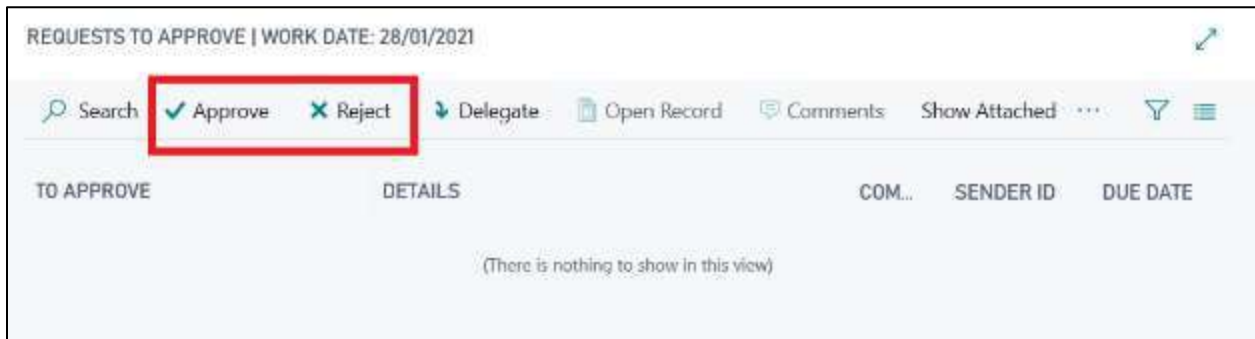


7.3 PURCHASE REQUEST APPROVAL

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



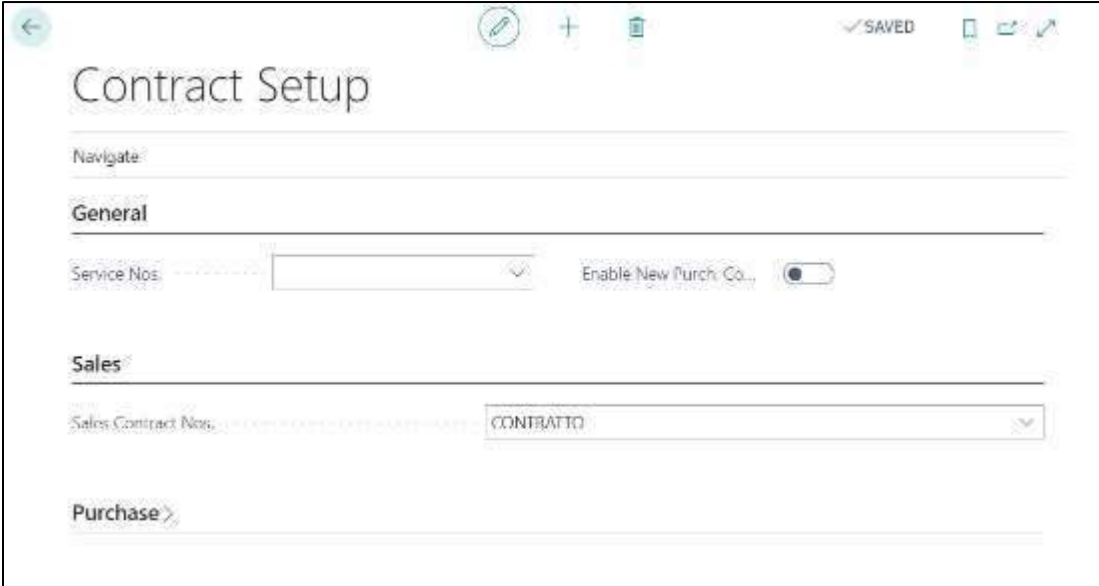
This will open the list of all the requests that the user (approver) has to approve or decline via the **"Approve"** and **"Decline"** functions.



8. SALES CONTRACTS


8.1 CONTRACTS SETUP AND USER SETUP

As for the purchase contracts, also for the sales contracts it will be necessary to set a numbering in the **"Contract Setup"**, so that a serial number is assigned when the contract is created.



Before proceeding with posting, the users must be enabled for sales contracts:

- In the search bar type: **"User Setup"**
- Add the desired User ID if not yet present and select the desired item in **"Sales Contracts User Type"**.



User ID	Allow Posting	Allow Posting To	Reg. Time	Salesperson/PU Code	Sales Resp. Cn. Filter	Purchase Resp. Cn. Filter	Service Resp. Cn. Filter	Time Short Ad.	E-Mail	Phone No.	Pyl. Cnt.	User Type	Sales Contract User Type
ALBERTO ERA...												All	

If you do not set the permissions, when an unauthorized user wants to create a new purchase agreement, he would be blocked by a Microsoft Dynamics Business Central error.



8.2 SALES CONTRACTS

To enter a contract, search with the appropriate search function "Sales Contract Header List"



TELL ME WHAT YOU WANT TO DO

sales contract

Go to Pages and Tasks

> Sales Contract Header List Lists

This will open the list of all sales contracts entered in the system but not yet active / released. By clicking on "New", the card for entering data will open:



SALES CONTRACT HEADER LIST | WORK DATE: 05/06/2023

Search **+ New** Manage Post Release Open in Excel

Sell to Customer No.	No. ↑	Your Reference	Start Date	Ending Date	Sell-to Name	Sell-to Name
10000	:	CONTR-00...	01/05/2020	31/12/2020	Cannon Group SpA	
10000		CONTR-00...	01/01/2021	31/12/2021	Cannon Group SpA	
-		CONTR-00...				
10000		CONTR-00...	01/02/2020	31/12/2020	Cannon Group SpA	
10000		CONTR-00...			Cannon Group SpA	

Opening the card, the fields to be filled in the header are:

- No.: the contract number will be assigned automatically if the serial number is set in the contract setup;
- Sell to Customer No.: enter the customer code relating to the contract. The Invoice to Customer No. field will also be automatically filled in, but it can be changed by setting a different customer;
- Contract date: enter the date the contract was signed;
- Start date: Enter the contract validity start date. This date will affect the reservations.
- End date: enter the end date of the contract;
- Contract Type: enter the type / category of the contract. (see purchase contracts)



In lines:

Between the lines of the contract it is possible to insert both a G/L account, an article and a service. The service refers to the table created ad hoc for purchase contracts and for purchase requests.

In addition to the fields relating to quantities and price, the following fields must be filled in:

- Start date / End date: the dates are taken from the contract header;
- Billing period: indicates the billing period with which the reservations are issued. If entered, it is taken from the contract type entered in the header, otherwise it must be entered manually.

After having entered all the data, the contract can be Released and Activated, using the appropriate functions.

To release the contract, click on "**Release**". The released contracts will still be visible in the list of open sales contracts.



The screenshot shows the 'Sales Contract Card' interface. At the top, there are navigation icons and a title bar. Below the title, there is a 'Post' button highlighted with a red box, along with 'Release' and 'Navigate' options. A secondary bar contains 'ReOpen' and another 'Release' button, also highlighted with a red box. The main area is divided into two columns of input fields. The left column includes fields for 'No.', 'Sell-To Customer No.', 'Sell-To Name', 'SELL-TD', 'Address', 'City', 'Post Code', 'County', and 'Country/Region Code'. The right column includes 'Contract Date', 'Contract Type', 'Start Date', 'Ending Date', 'Your Reference', 'Status' (set to 'Open'), 'Creation User', and 'Tot. Contratto da Fatturare' (0,00). Red asterisks are visible next to the 'Start Date' and 'Ending Date' fields.

To post the contract and have the reservations issued, the contract must be activated, then click on **“post”** > **“Active Contract”**.

This screenshot shows the same 'Sales Contract Card' interface. The 'Post' button is now highlighted with a red box, and a new button labeled '+ Active Contract' has appeared below it, also highlighted with a red box. The rest of the interface, including the input fields and their values, remains the same as in the previous screenshot.



After activating the contract, the following message will appear



And it will be to view the contract by searching for "Sales Contracts Active List"

8.3 LIST OF ACTIVE SALE CONTRACTS

Search with the search function "Sales Contracts Active List" to view the list of activated contracts.



This will open the page with the list of active contracts and it will be possible to enter and open the card of each individual contract using the edit or view functions.



SALES CONTRACT ACTIVE LIST | WORK DATE: 05/06/2023

Search + New Edit List Delete Edit View Release Navigate Open In Excel

Sell-to Customer No.	No. T	Your Reference	Start Date	Ending Date	Sell-to Name	Sell-to Name 2	Sell-to Address
01121212	CONTR-00...	Prova001	01/06/2020	31/12/2020	Spolomeyer's Furnishings		612 South Sunset Drive
10000	CONTR-00...	Contratto001	01/06/2020	31/12/2020	Cannon Group SpA		Via Moscova 20
10000	CONTR-00...		01/01/2020	31/12/2020	Cannon Group SpA		Via Moscova 20
20000	CONTR-00...	Contratto00	01/06/2020	31/12/2020	Grafiche magiche 2000		Via Valletta 132
20000	CONTR-00...		01/01/2020	31/12/2020	Grafiche magiche 2000		Via Valletta 132
10000	CONTR-00...		01/01/2021	31/12/2021	Cannon Group SpA		Via Moscova 20
10000	CONTR-00...		01/01/2021	31/12/2021	Cannon Group SpA		Via Moscova 20
10000	CONTR-00...		01/01/2020	31/12/2020	Cannon Group SpA		Via Moscova 20
10000	CONTR-00...		01/01/2020	31/12/2020	Cannon Group SpA		Via Moscova 20

By opening the contract card via the following path:

Navigate > Reservation Entry

SALES CONTRACT CARD | WORK DATE: 05/06/2023

CONTR-00002

Release **Navigate** More options

Reservation Entry Dimensions

No.	CONTR-00002	Contract Date	
Sell-To Customer No.	10000	Contract Type	
Sell To Name	Cannon Group SpA	Start Date	01/06/2020
SELL-TO		Ending Date	31/12/2020
Address	Via Moscova 20	Your Reference	Contratto001
City	Genova	Status	Active
Post Code	16100	Creation User	
Country		Tot. Contratto da fatturare	350.035,00
Country/Region Code	IT		

It will be possible to view all the reservations that the system has generated based on the information entered in the contract:



RESERVATION G/L ENTRY | WORK DATE: 05/06/2023 ✓ SAVED

Search Edit List Dimensions Set As Billable Open in Excel More options

Reserv. Type	Entry No.†	Bil.	Confirmed On	Confirmed By	G/L Account No.	Item Posting date	Department Code	Project Code	Description	Description
→ Sales Invoice	8	<input type="checkbox"/>	28/01/2021 23:58	AI@R103.BRA	7140	01/06/2020			Bicicletta	
Sales Invoice	9	<input type="checkbox"/>			7140	01/01/2020			Bicicletta	
Sales Invoice	10	<input type="checkbox"/>			7130	01/08/2020			Bicicletta	
Sales Invoice	11	<input type="checkbox"/>			7130	01/09/2020			Bicicletta	
Sales Invoice	12	<input type="checkbox"/>			7130	01/10/2020			Bicicletta	
Sales Invoice	13	<input type="checkbox"/>			7140	01/11/2020			Bicicletta	
Sales Invoice	14	<input type="checkbox"/>			7140	01/12/2020			Bicicletta	
Sales Invoice	15	<input type="checkbox"/>			0110	01/05/2020			Pulizie	
Sales Invoice	16	<input type="checkbox"/>			0110	01/07/2020			Pulizie	
Sales Invoice	17	<input type="checkbox"/>			0110	01/08/2020			Pulizie	
Sales Invoice	18	<input type="checkbox"/>			0110	01/09/2020			Pulizie	
Sales Invoice	19	<input type="checkbox"/>			0110	01/10/2020			Pulizie	
Sales Invoice	20	<input type="checkbox"/>			0110	01/11/2020			Pulizie	

The management of the reservations is the same as the management of the reservations deriving from the purchase contract, in fact it will be possible to post the sales invoice and link it to the single allocation, so as to close it.



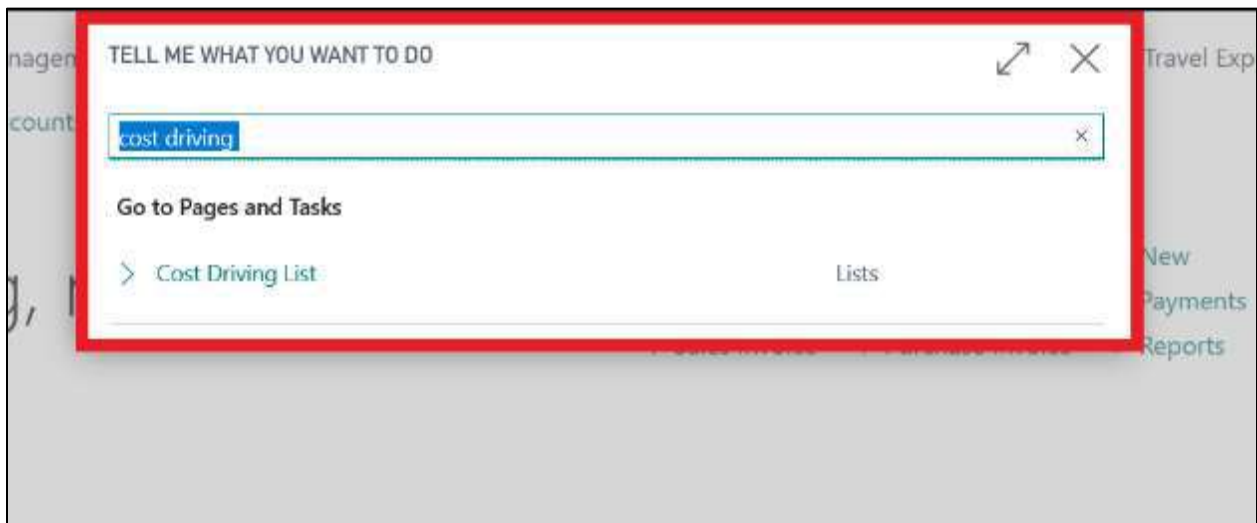
9. COST DRIVING

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.

9.1 CARD INSERTION

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

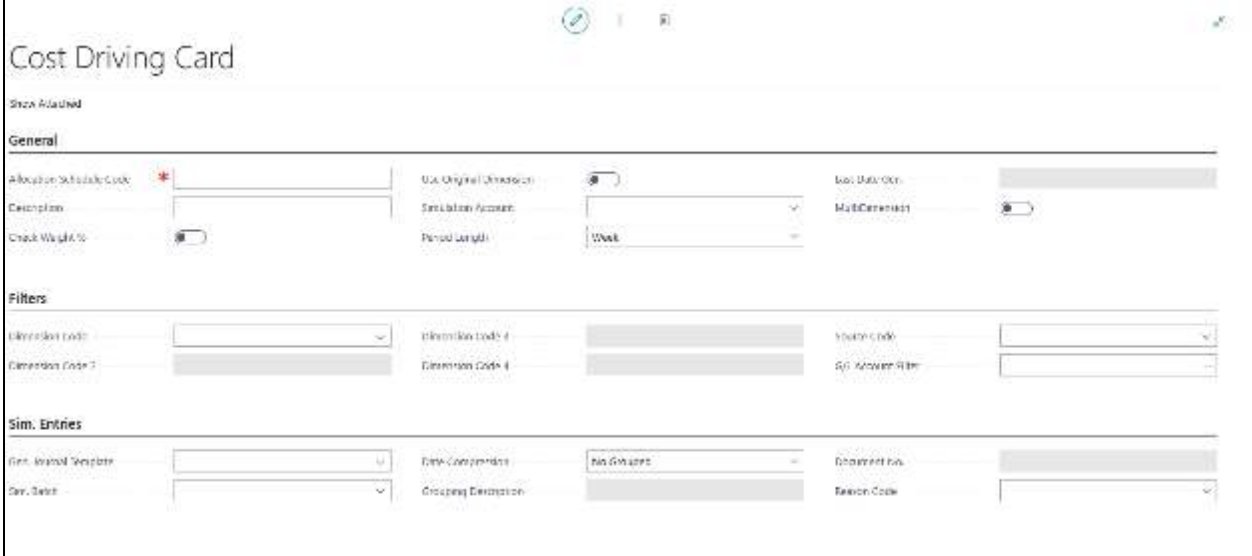


Clicking on "**Cost driving list**", a page opens with the list of all the allocation cards created. It will be possible to create more than one allocation card / model.



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






How to fill in the fields:

1) General:

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




2) Filters:

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

Filters					
Dimension Code:	REPERITO	Dimension Code 2:		Source Code:	COCE
Dimension Code 3:		Dimension Code 4:		G/L Account Filter:	0103.0000

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.

Sim. Entries					
Gen. Journal Template:	SIMULATE	Data Compression:	No Grouped	Grouping Descr.:	
Sim. Batch:	ALLOCATION	Grouping Document No.:		Reason Code:	AL

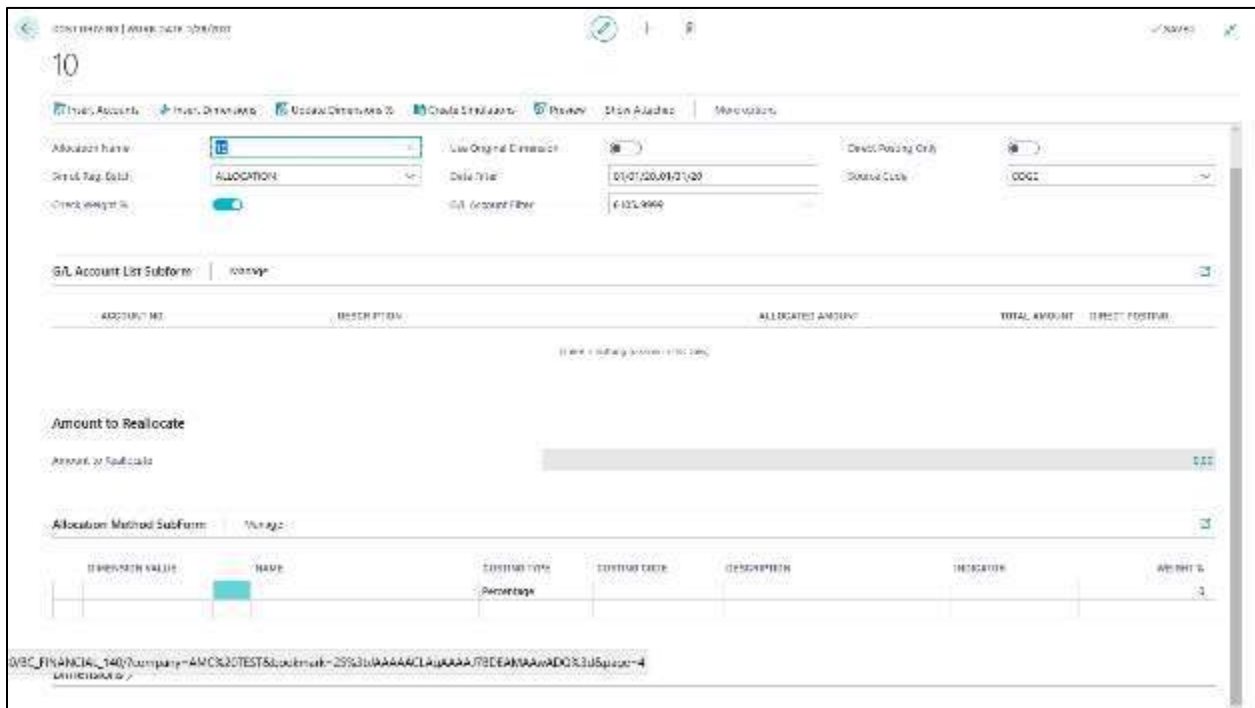
9.2 SINGLE DIMENSION REALLOCATION

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



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

In particular, the fields to be filled in are:



1) General:

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



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



The screenshot shows the 'General' settings panel. It includes fields for 'Allocation Name' (set to 'ALLOCATION'), 'Direct Posting Only' (checked), 'Date Filter' (set to '01/01/2019-01/01/20'), 'G/L Account Filter' (set to '0101-9999'), and 'Source Code' (set to 'COCC'). There is also a 'Direct Posting Only' toggle switch.

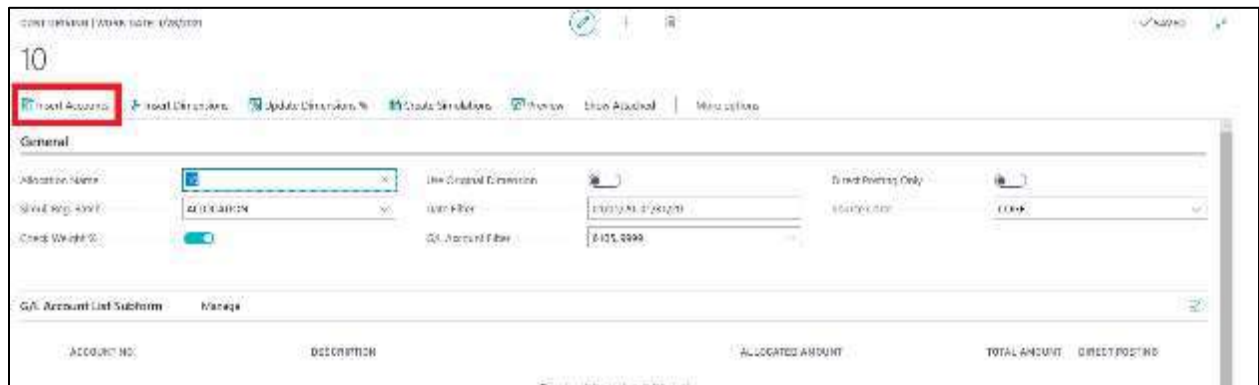
2) Dimensions:

- **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;



The screenshot shows the 'Dimensions' settings panel. It includes fields for 'Dimension Code' (set to 'REPARTO'), 'Dimension Value' (set to 'AMM'), 'Dimension Allocation' (set to 'REPARTO'), 'Statistical Index Code' (empty), and 'Insert Dim. Value in Rialloc...' (unchecked).

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



The screenshot shows the software interface with the 'Insert Accounts' button highlighted in red. The 'General' settings panel is visible, showing the same configuration as the previous screenshots. Below the settings panel, there is a table with columns for 'ACCOUNT NO.', 'DESCRIPTION', 'ALLOCATED AMOUNT', 'TOTAL AMOUNT', and 'DIRECT POSTING'.

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



COST CENTER / WORK DATE: 10/2022

10

Insert Accounts | Insert Dimensions | Update Dimension % | Create Simulations | Review | Show Attached | More options

Account	Description	Current	Target	Status
0010	Spese telefoniche	200,72	200,72	OK
0040	Spese corsi	131,01	131,01	OK
0050	Spese altri servizi internet	91,47	91,47	OK
0410	Prodotti	3.027,33	3.027,33	OK
0470	Spese di app. telematica	127,51	127,51	OK
0490	Spese per acqua e fognatura	333,10	333,10	OK
0510	Contribuzioni a fini sociali	194,49	194,49	OK
0530	Riparazioni e manutenzione	39,13	39,13	OK
0610	Altre spese	0,40	0,40	OK
0640	Spese	42,11	42,11	OK
0710	Stipendi	37.027,20	37.027,20	OK
0720	Stipendi	8.811,00	8.811,00	OK
0730	Tributazioni di fine periodo	193,74	193,74	OK
0750	Oneri sociali	3.074,24	3.074,24	OK
0840	Ammortamenti su immobiliz.	776,00	776,00	OK
0740	Interessi passivi/Finanziari	7.187,33	7.187,33	OK
0020	Scarti passivi su costi	71,42	71,42	NO
0010	Utili su cambi non valutati	74,00	74,00	NO

Amount to Reallocate

Amount to Reallocate: 0,00141

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

COST CENTER / WORK DATE: 10/2022

10

Insert Accounts | **Insert Dimensions** | Update Dimension % | Create Simulations | Review | Show Attached | More options

General

Allocation Name: 10 Do Original Dimension: Direct Pricing Only:

Costs Reg. Date: ALLOCATION Data Filter: 01/01/2020:01/01/22 Source Code: 0001

Check Weight %: Wt. Allocation File: 0100000

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.

Allocation Method SubForm | Manage

DIMENSION VALUE	NAME	COSTING TYPE	COSTING CODE	DESCRIPTION	INDICATOR	WEIGHT %
PROD	Produzione	Percentage				90
WORTH	Worth	Percentage				90
		Percentage				0

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.



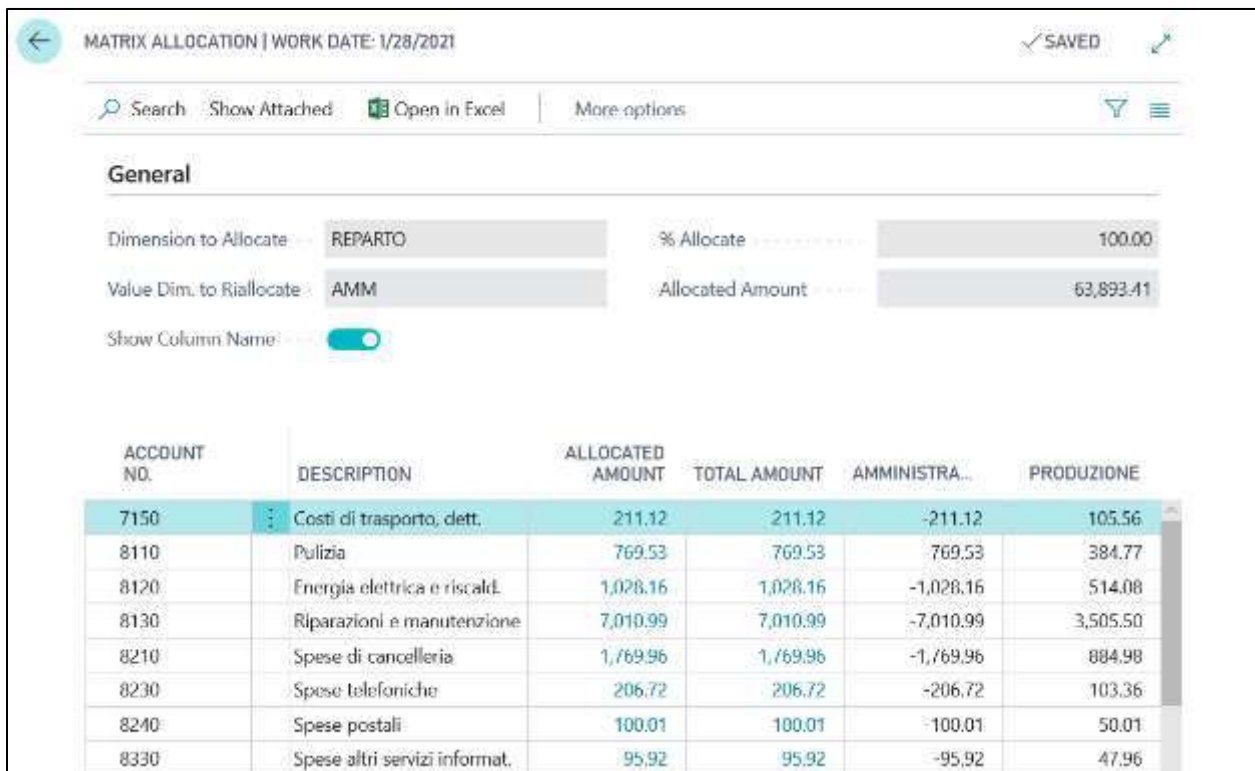
If, on the other hand, the costing type **"Statistical index"** is chosen, the costing code must be filled out, which recalls a statistical index model that can be created at the moment (or it might be previously created). (paragraph 7.4)

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



Account	Description	Allocated	Simulated	Options
6710	Spese	22,697.23	22,697.23	Yes
8107	Spese	10,911.83	10,911.83	Yes
8130	Tutela servizi di linea apparato	100.24	100.24	Yes
8131	Manutenzione	2,169.84	2,169.84	Yes

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."



MATRIX ALLOCATION | WORK DATE: 1/28/2021

General

Dimension to Allocate: REPARTO % Allocate: 100.00

Value Dim. to Riallocate: AMM Allocated Amount: 63,893.41

Show Column Name:

ACCOUNT NO.	DESCRIPTION	ALLOCATED AMOUNT	TOTAL AMOUNT	AMMINISTRA...	PRODUZIONE
7150	Costi di trasporto, dett.	211.12	211.12	-211.12	105.56
8110	Pulizia	769.53	769.53	769.53	384.77
8120	Energia elettrica e riscald.	1,028.16	1,028.16	-1,028.16	514.08
8130	Riparazioni e manutenzione	7,010.99	7,010.99	-7,010.99	3,505.50
8210	Spese di cancelleria	1,769.96	1,769.96	-1,769.96	884.98
8230	Spese telefoniche	206.72	206.72	-206.72	103.36
8240	Spese postali	100.01	100.01	-100.01	50.01
8330	Spese altri servizi informat.	95.92	95.92	-95.92	47.96

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



MATRIX ALLOCATION | WORK DATE: 1/28/2021 ✓ SAVED

Search Show Attached Open in Excel **Navigate** Fewer options

Create Sim.

Dimension to Allocate: REPARTO % Allocate: 100.00

Value Dim. to Riallocate: AMM Allocated Amount: 63,893.41

Show Column Name:

ACCOUNT NO.	DESCRIPTION	ALLOCATED AMOUNT	TOTAL AMOUNT	AMMINISTRA...	PRODUZIONE
7150	Costi di trasporto, deff.	211.12	211.12	-211.12	105.56
8110	Pulizia	769.53	769.53	-769.53	384.77
8120	Energia elettrica e riscald.	1,028.16	1,028.16	-1,028.16	514.08
8130	Riparazioni e manutenzione	7,010.99	7,010.99	-7,010.99	3,505.50
8210	Spese di cancelleria	1,769.96	1,769.96	-1,769.96	884.98
8230	Spese telefoniche	206.72	206.72	-206.72	103.36
8240	Spese postali	100.01	100.01	-100.01	50.01
8330	Spese altri servizi informat.	95.92	95.92	-95.92	47.96

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)



SIM - GENERAL JOURNALS | WORK DATE: 1/28/2021 ✓ SAVED

Batch Name: ALLOCATION Posting Date: 1/1/2020

Document No.: 2020-1 Currency Code:

Manage | Period | Page | Post/Print | Line | Account | Actions | Navigate | Filter options

OPERATION OCCURRED DATE	REFERS TO PERIOD	ACCOUNT NO.	DESCRIPTION	DEBIT AMOUNT	CREDIT AMOUNT
1/1/2020		00005	Moviment. gennaio 2020		5,406.32
1/1/2020		00006	Moviment. gennaio 2020	1,702.81	
1/1/2020		00005	Moviment. gennaio 2020	1,702.81	
1/1/2020		00005	Moviment. gennaio 2020		769.53
1/1/2020		00005	Moviment. gennaio 2020	384.77	
1/1/2020		00005	Moviment. gennaio 2020	384.76	
1/1/2020		00006	Moviment. gennaio 2020		1,028.16
1/1/2020		00006	Moviment. gennaio 2020	514.08	
1/1/2020		00005	Moviment. gennaio 2020	514.08	
1/1/2020		00005	Moviment. gennaio 2020		2,605.37
1/1/2020		00005	Moviment. gennaio 2020	1,802.89	

Dimensions

DIMENSION CODE	DIMENSION VALUE	DIMENSION 1
REPARTO	AMM	Amministrazione

Incoming Document Files

NAME	TYPE
(Click a column to show it's used)	



9.3 "MULTIDIMENSIONAL" REALLOCATION

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

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



The screenshot shows a software interface for configuring a multidimensional cost driver. The title bar reads "COST DRIVING MULTIDIMENSIONAL | WORK DATE: 1/28/2021". Below the title, there are navigation icons and a "SAVED" indicator. The main content area is titled "01" and contains a "General" section with the following fields:

- Allocation Name: 01
- Simul. Reg. Batch: [empty]
- Check Weight %:
- Date Filter: 31/03/20.01/31/20
- G/L Account Filter: 6105.9999
- Statistical Index Code: [empty]
- Driver Code: [empty]
- Source Code: [empty]

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.

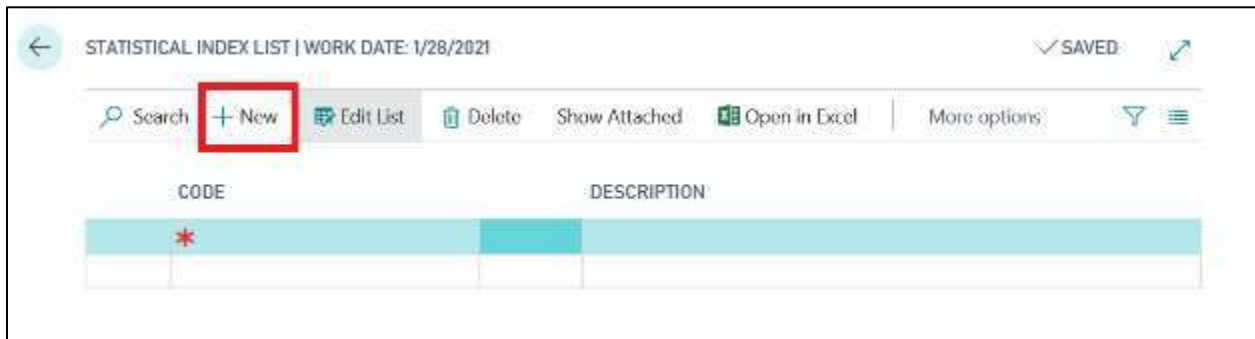


9.4 COSTING TYPE

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



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



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



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



← STATISTICAL INDEX | WORK DATE: 1/28/2021 ✓ SAVED ↗

02

Show Attached | More options

General

Code: 02 Dimension Code: [v]

Description: Allocation Driver

Statistical Index SubForm | Manage [icon]

START PERIOD	INDICATOR CODE	DESCRIPTION	COMPUTATION VALUE
			0.00

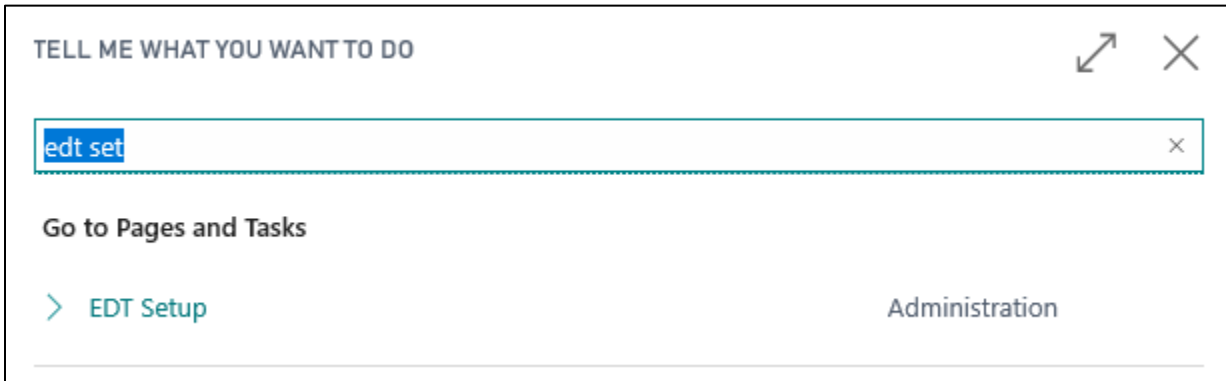


BANK RECONCILIATION

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".



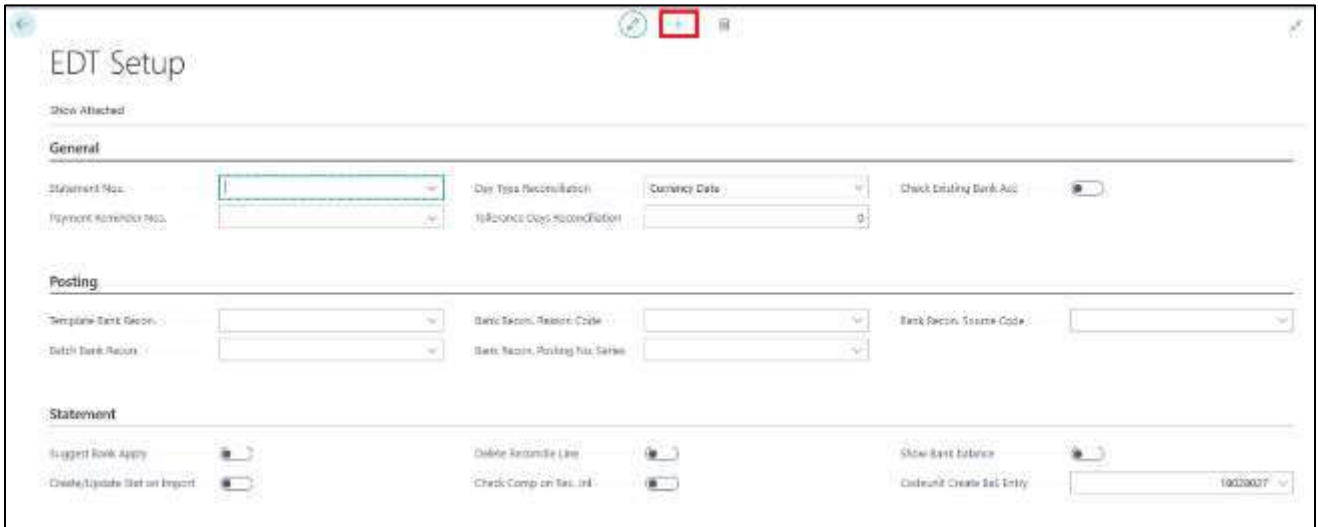
TELL ME WHAT YOU WANT TO DO

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.



EDT Setup

Show Attached

General

Statement Nos.: [dropdown] Day Type Reconciliation: [dropdown] Currency Date: [dropdown] Check Existing Bank Acc: [checkbox]

Payment Reference Nos.: [dropdown] Reference Days Reconciliation: [input type="text" value="0"]

Posting

Template Bank Reconc.: [dropdown] Bank Reconc. Reason Code: [dropdown] Bank Reconc. System Code: [dropdown]

Batch Bank Reconc.: [dropdown] Bank Reconc. Posting No. Series: [dropdown]

Statement

Suggest Bank Apply: [checkbox] Delete Account Line: [checkbox] Show Bank Balance: [checkbox]

Check/Update Stat on Import: [checkbox] Check Comp on Sys. Init: [checkbox] Default Create Bal. Entry: [input type="text" value="00000007"]

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.

10.2 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 ↗ ✕

✕

Go to Pages and Tasks

[> ACBI Reason](#) Lists

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

← ACBI REASON | WORK DATE: 10/03/2021 ↗

🔍 Search **+ New** 📄 Edit List 🗑 Delete ⚙ Bank Setup 📎 Show Attached 📄 Open in Excel ... 🔍 ☰

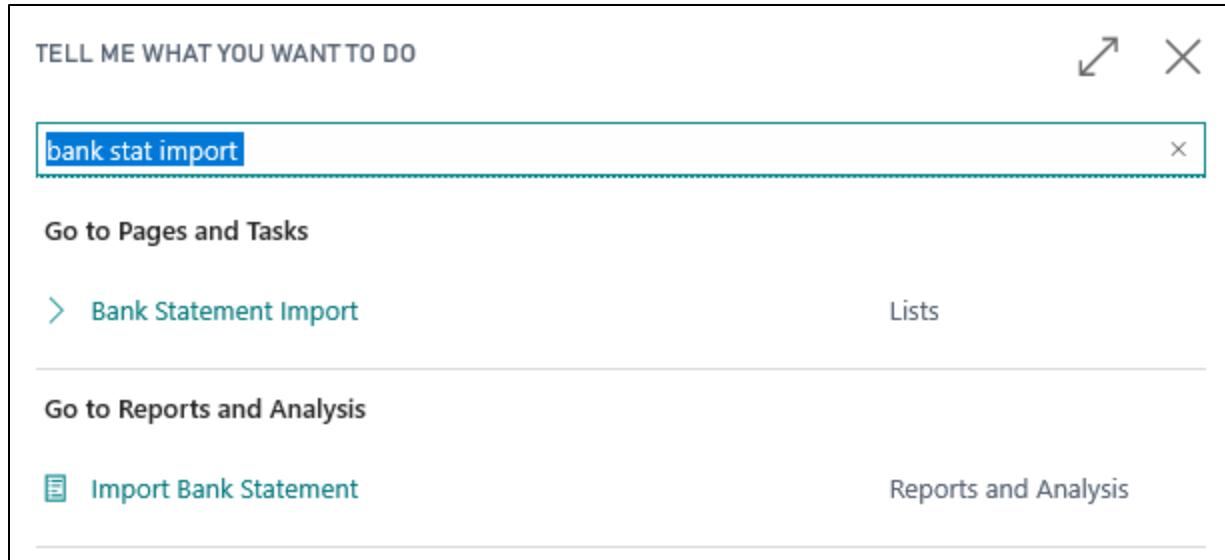
ACBI CODE	SIGN	DESCRIPTION	NOTE	SUGGEST LINE TYPE	BAL. ACCOUNT
09	⋮				
16					
26					
50					

10.3 BANK STATEMENT IMPORT AND CREATION

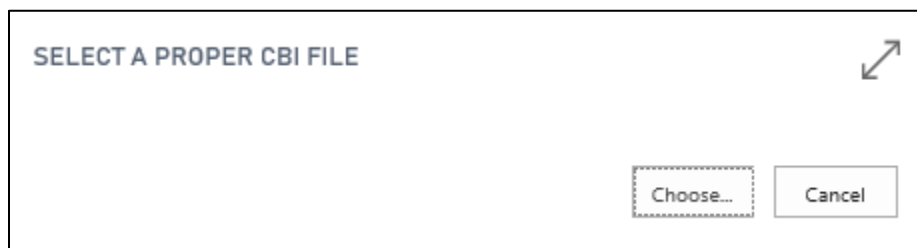
After setting up the setup, the bank flow must be imported using the "**Bank Statement Import**" function

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

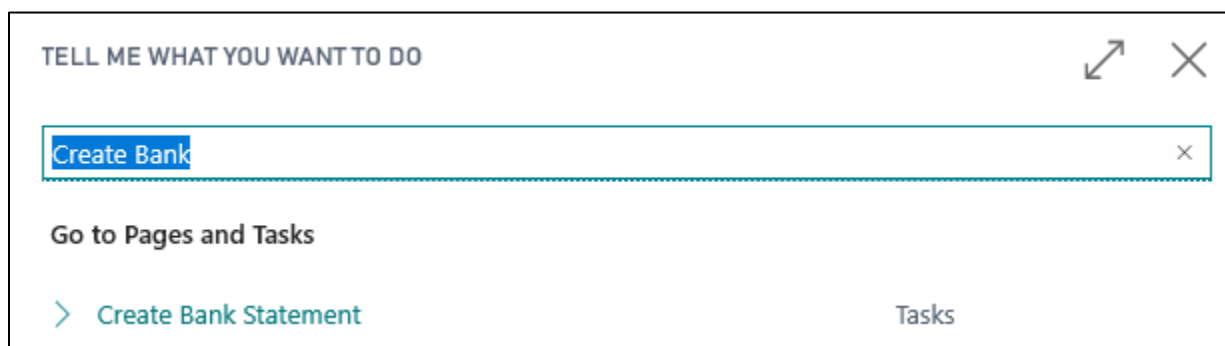




The following pop-up will appear in which by clicking on "Choose" it will be possible to choose and upload the cbi flow from the directory



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



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



EDIT - CREATE BANK STATEMENT

Starting date:

Ending date:

Schedule... OK Cancel

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

TELL ME WHAT YOU WANT TO DO

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.

BANK STATEMENTS | WORK DATE: 10/03/2021

Search + New Manage Show Attached Open in Excel More options

STATEMENT NO.	BANK ACCOUNT CODE	BANK ACCOUNT NAME	FROM DATE	TO DATE	START BALANCE CRI	END BALANCE CRI	START BALANCE ACCOUNT	END BALANCE ACCOUNT
816200018	01	-	01/11/2019	30/11/2019	179.890,82	294.453,79		

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



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

RIK0000018 · 01

Show Attached | More options

General

Statement No.	RIK0000018	Bank Account No.	052501050510
Bank Account Code	01	From Date	01/11/2019
Bank Account Name	-	To Date	30/11/2019

Bank Statement Line Subform Manage More options

CH...	TRANSA... DATE	VALUE DATE	DESCRIPTION	DESCRIPTION 2	STATEMENT AMOUNT(LC...
<input checked="" type="checkbox"/>	06/11/2019	06/11/2019	PD AMERICAN EXPRESS PAY...	NTS EUROPE S.L. - 70430900000...	-47
<input type="checkbox"/>	06/11/2019	06/11/2019	CO ADDEBITO DIRETTO SEPA	-	-0
<input type="checkbox"/>	06/11/2019	06/11/2019	PD AMERICAN EXPRESS PAY...	NTS EUROPE S.L. - 70430900000...	-19
<input type="checkbox"/>	06/11/2019	06/11/2019	CO ADDEBITO DIRETTO SEPA	-	-0
<input type="checkbox"/>	06/11/2019	06/11/2019	PD AMERICAN EXPRESS PAY...	NTS EUROPE S.L. - 70430900000...	-165
<input type="checkbox"/>	06/11/2019	06/11/2019	CO ADDEBITO DIRETTO SEPA	-	-0
<input type="checkbox"/>	06/11/2019	06/11/2019	CO ADDEBITO DIRETTO SEPA	-	-0
<input type="checkbox"/>	06/11/2019	06/11/2019	PD AMERICAN EXPRESS PAY...	NTS EUROPE S.L. - 70430900000...	-29
<input type="checkbox"/>	06/11/2019	06/11/2019	CO ADDEBITO DIRETTO SEPA	-	-0
<input type="checkbox"/>	06/11/2019	06/11/2019	PD AMERICAN EXPRESS PAY...	NTS EUROPE S.L. - 70430900000...	-23
<input checked="" type="checkbox"/>	06/11/2019	06/11/2019	IA AX 4069179/01063-05-11	-	600
<input type="checkbox"/>	06/11/2019	06/11/2019	IA AX 4069179/01153-05-11	-	145
<input type="checkbox"/>	06/11/2019	06/11/2019	PD AMERICAN EXPRESS PAY...	NTS EUROPE S.L. - 70430900000...	-39
<input type="checkbox"/>	06/11/2019	06/11/2019	CO ADDEBITO DIRETTO SEPA	-	-0
<input type="checkbox"/>	06/11/2019	06/11/2019	PD AMERICAN EXPRESS PAY...	NTS EUROPE S.L. - 70430900000...	-19
<input type="checkbox"/>	06/11/2019	06/11/2019	CO ADDEBITO DIRETTO SEPA	-	-0



CH..	TRANSA. DATE	VALUE DATE	DESCRIPTION	DESCRIPTION 2	STATEMENT AMOUNT(LC..)
<input checked="" type="checkbox"/>	06/11/2019	06/11/2019	PD AMERICAN EXPRESS PAY...	NTS EUROPE S.L. - 70430900000...	-47,
<input type="checkbox"/>	06/11/2019	06/11/2019	CO ADDEBITO DIRETTO SEPA	-	-0,
<input type="checkbox"/>	06/11/2019	06/11/2019	PD AMERICAN EXPRESS PAY...	NTS EUROPE S.L. - 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: 10/03/2021

RIK0000018 - 01

Show Attached | **Actions** Fewer options

Bank Statement | Function | **Post**

Print Test Report

Post Statement

Statement No. RIK0000018

Bank Account No. 052501059510

Bank Account Code 01

From Date 01/11/2019

Bank Account Name -

To Date 30/11/2019

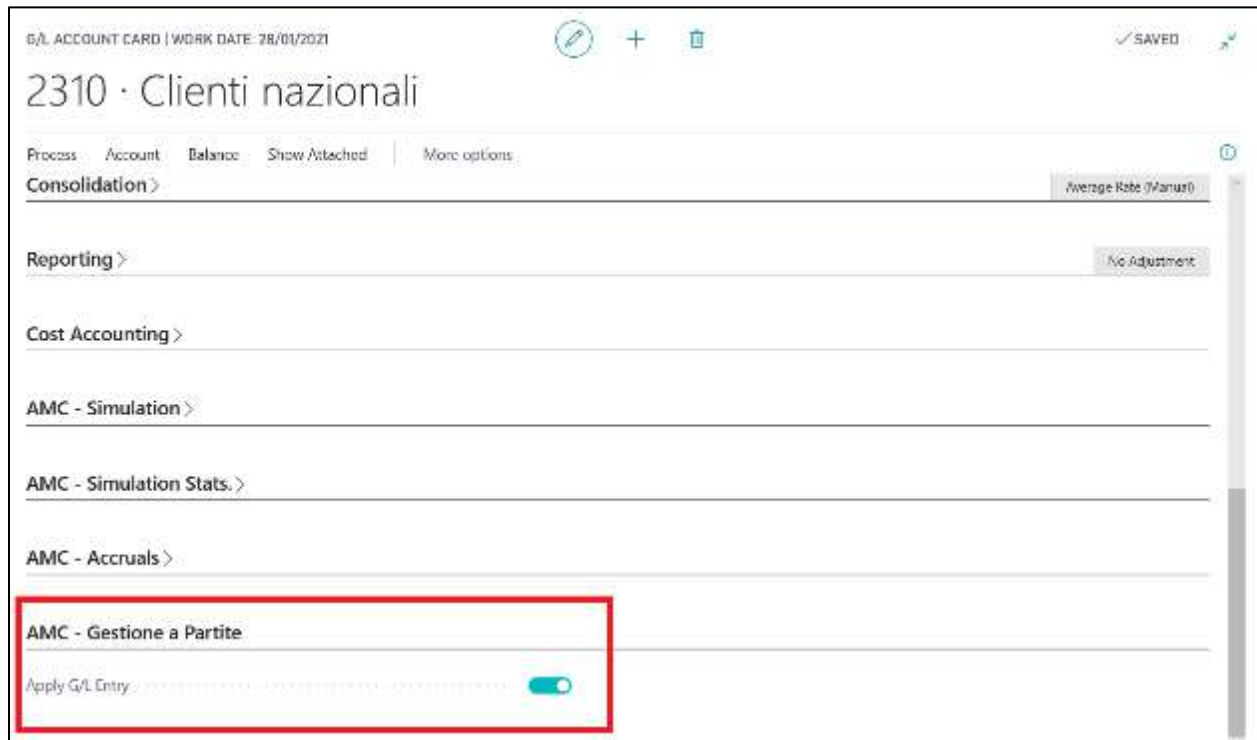
CH..	TRANSA. DATE	VALUE DATE	DESCRIPTION	DESCRIPTION 2	STATEMENT AMOUNT(LC..)
<input checked="" type="checkbox"/>	06/11/2019	06/11/2019	PD AMERICAN EXPRESS PAY...	NTS EUROPE S.L. - 70430900000...	-47,



10. GESTIONE A PARTITE

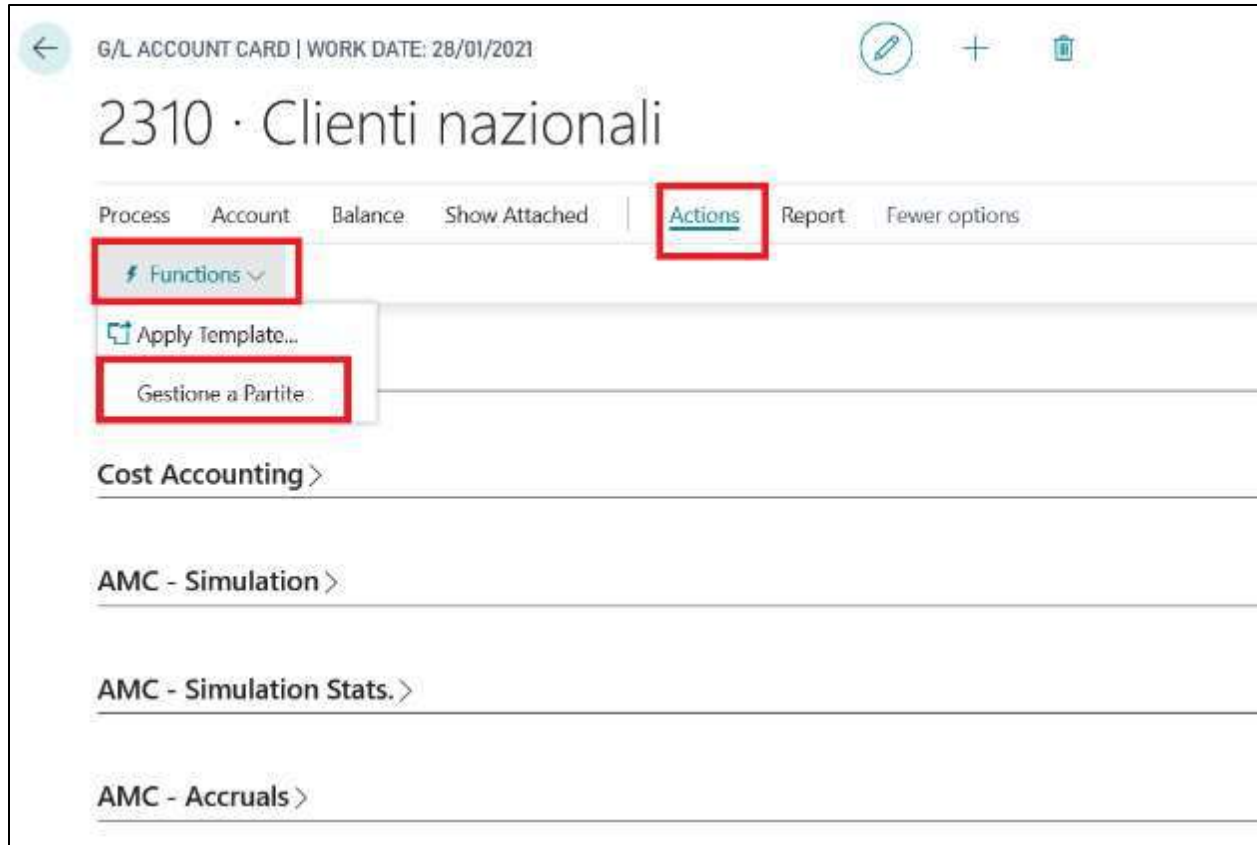
The "**Gestione a Partite**" function has been added to the tab of each G/L account, which will allow you to manage the entries of that account and apply them.

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



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





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



← APPLY GENERAL LEDGER ENTRIES | WORK DATE: 28/01/2021 ✓ SAVED

GENERAL

C/I Account No. 2910 Global Dimension 1 Code

Posting Date Global Dimension 2 Code

Document Type Amount 0,00

Document No. Remaining Amount 0,00

Description Include Entries Open

More options

APPLIES-TO ID	POSTING DATE	DOCUME. DATE	DOCUME. TYPE	DOCUME. NO.	EXTERNAL DOCUME. NO.	DESCRIPTION	DEPARTME. CODE	PROJECT CODE	DEBIT AMOUNT	CREDIT AMOUNT
	01/12/2019	01/12/2019	INIZIO			Movimento aperto			1.214.179,50	
	01/01/2020	01/01/2020		2020-1		Movimenti gennaio 2020			585.681,32	
	01/01/2020	01/01/2020		2020-1		Movimenti gennaio 2020			129.391,75	
	01/01/2020	01/01/2020		2020-1		Movimenti gennaio 2020				1.412.947,84
	01/02/2020	01/02/2020		2020-2		Movimenti febbraio 2020			847.991,74	
	01/02/2020	01/02/2020		2020-2		Movimenti febbraio 2020			1.14.000,00	

GENERAL_I

AMOUNT APPLIED AMOUNT BALANCE

Amount 0,00 0,00 0,00

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

← APPLY GENERAL LEDGER ENTRIES | WORK DATE: 28/01/2021 ✓ SAVED

GENERAL

C/I Account No. 2910 Global Dimension 1 Code

Posting Date Global Dimension 2 Code

Document Type Amount 0,00

Document No. Remaining Amount 0,00

Description Include Entries Open

Actions **Navigate** More options

Entry Application **Set Entry to Link**

APPLIES-TO ID	POSTING DATE	DOCUME. DATE	DOCUME. TYPE	DOCUME. NO.	EXTERNAL DOCUME. NO.	DESCRIPTION	DEPARTME. CODE	PROJECT CODE	DEBIT AMOUNT	CREDIT AMOUNT
	01/01/2020	01/01/2020		2020-1		Movimenti gennaio 2020			585.681,32	
	01/01/2020	01/01/2020		2020-1		Movimenti gennaio 2020			129.391,75	
	01/01/2020	01/01/2020		2020-1		Movimenti gennaio 2020				1.412.947,84
	01/02/2020	01/02/2020		2020-2		Movimenti febbraio 2020			847.991,74	

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.



← APPLY GENERAL LEDGER ENTRIES | WORK DATE: 28/01/2021 ✓ SAVED

GENERAL

G/L Account No. 2310 Global Dimension 1 Code

Posting Date 31/12/2019 Global Dimension 2 Code

Document type Amount 1,234,179.58

Document No. INIZIO Remaining Amount 1,234,179.58

Description Movimento aperto Include Entries Open

Set Applies to ID Update Status Navigate Post Application... Actions Navigate Power options

Entry Application Set Entry to Link

APPLIES- TO ID	POSTING DATE	DOCUME. DATE	DOCUME. TYPE	DOCUME. NO.	DOCUME. NO.	DESCRIPTION	DEPARTME. CODE	PROJECT CODE	DEBIT AMOUNT	CREDIT AMOUNT
MORTEZAT...	01/01/2020	01/01/2020		2020-1		Movimenti gennaio 2020			585,681.37	
	01/01/2020	01/01/2020		2020-1		Movimenti gennaio 2020			-129,391.73	
	01/01/2020	01/01/2020		2020-1		Movimenti gennaio 2020				1,412,947.84

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

← APPLY GENERAL LEDGER ENTRIES | WORK DATE: 28/01/2021 ✓ SAVED

GENERAL

G/L Account No. 2310 Global Dimension 1 Code

Posting Date 31/12/2019 Global Dimension 2 Code

Document type Amount 1,234,179.58

Document No. INIZIO Remaining Amount 1,234,179.58

Description Movimento aperto Include Entries Open

Set Applies to ID Update Status Navigate **Post Application...** Actions Navigate Power options

APPLIES- TO ID	POSTING DATE	DOCUME. DATE	DOCUME. TYPE	DOCUME. NO.	EXTERNAL DOCUME. NO.	DESCRIPTION	DEPARTME. CODE	PROJECT CODE	DEBIT AMOUNT	CREDIT AMOUNT
MORTEZAT...	01/01/2020	01/01/2020		2020-1		Movimenti gennaio 2020			585,681.37	
	01/01/2020	01/01/2020		2020-1		Movimenti gennaio 2020			-129,391.73	
	01/01/2020	01/01/2020		2020-1		Movimenti gennaio 2020				1,412,947.84

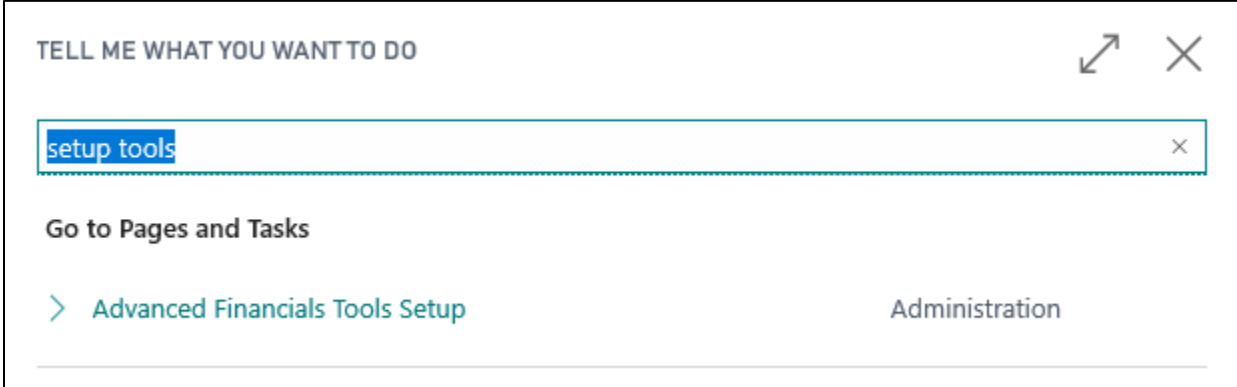


11. TOOLS - ADVANCED TOOLS

12.1 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 necessary to use " **Advanced Financials Tools Setup** " function.



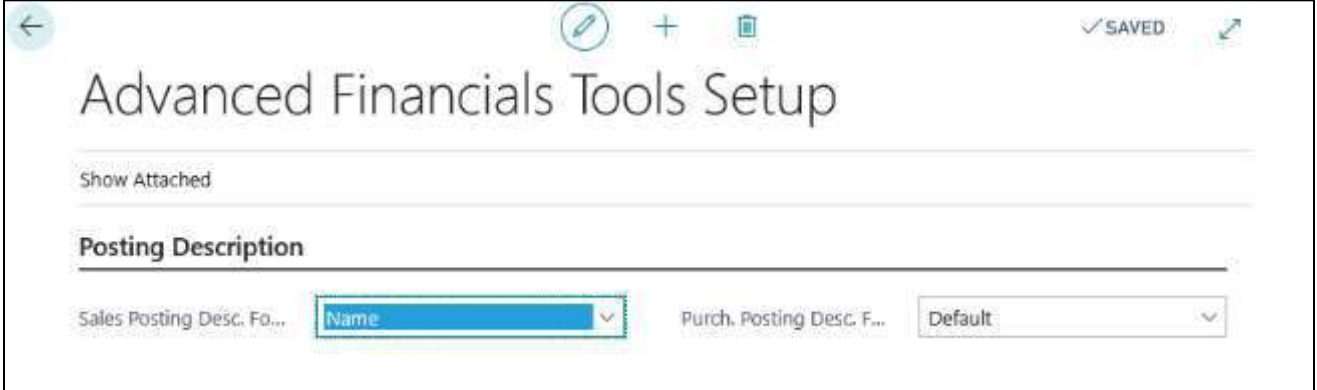
TELL ME WHAT YOU WANT TO DO ↗ ✕

✕

Go to Pages and Tasks

> [Advanced Financials Tools Setup](#) 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.



← ✎ + 🗑 ✓ SAVED ↗

Advanced Financials Tools Setup

Show Attached

Posting Description

Sales Posting Desc. Fo... Purch. Posting Desc. F...

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

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



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

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

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

General Ledger Entries

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

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

12.2 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**".

12.3 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 Ledger Entries

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

Functions Navigate Posted Documents...oming Document

	NO. #	DESCRIPTION	TYPE	GROUP	GROUP
Reverse Transaction...					
Incoming Document	-108081 6710	Fattura 1085	Purchase	NAZIONALE	VARIE
	-108080 6710	Fattura 1084	Purchase	NAZIONALE	VARIE
Advanced Financials - Accruals	-102046 6710	Cannon Group SpA	Sale	NAZIONALE	VARIE
Advanced Financials - Tools		Update Dimensions			
		Update G/L Entry			
10/03/2021 Invoice 21-102043		Cannon Group SpA	Sale	NAZIONALE	VARIE
10/03/2021 Invoice 21-102042		Cannon Group SpA 21-102042	Sale	NAZIONALE	VARIE
10/03/2021 Invoice 21-102041		Cannon Group SpA 21-102041	Sale	NAZIONALE	VARIE

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

Search + New Edit List Delete Open in Excel

EDIT - G/L ENTRY 3343 - EDIT DIMENSION SET ENTRIES + New

DIMENSION CODE	DIMENSION VALUE CODE	DIMENSION VALUE NAME
AGENTE		

CODE	NAME
BM	Barbara Mayer
GC	Gabriele Cannata
GUC	Gustavo Camargo
LM	L Meisner

Select from full list Close

12.4 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)



General Ledger Entries

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

Functions Navigate Posted Documents...oming Document

			NO. #	DESCRIPTION	TYPE	GRUP	GRUP
Reverse Transaction...							
Incoming Document	>	108061	6710	Fattura 1085	Purchase	NAZIONALE	VARIE
Advanced Financials - Accruals	>	108060	6710	Fattura 1084	Purchase	NAZIONALE	VARIE
Advanced Financials - Tools	>	102046	6710	Cannon Group SpA	Sale	NAZIONALE	VARIE
				Cannon Group SpA	Sale	NAZIONALE	VARIE
				Cannon Group SpA	Sale	NAZIONALE	VARIE
10/03/2021 Invoice	21-102043	6710		Cannon Group SpA 21-102043	Sale	NAZIONALE	VARIE
10/03/2021 Invoice	21-102042	6710		Cannon Group SpA 21-102042	Sale	NAZIONALE	VARIE
10/03/2021 Invoice	21-102041	6710		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.

EDIT - UPDATE G/L ENTRY

Setup

ENTRY TO EDIT

Start G/L Entry No. 3399

Start G/L Account No. 6710

Start G/L Account Name Servizi di consulenza - Naz.

FIELD TO CHANGE

New G/L Account No.

New G/L Account Name

Description Servizi di consulenza - Naz.

Update Simulation

OK Cancel




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.

EDIT - UPDATE G/L ENTRY 

Setup

ENTRY TO EDIT

Start G/L Entry No.

Start G/L Source Type

Start G/L Source No.

Start G/L Account No.

Start G/L Account Name

FIELD TO CHANGE

WARNING! This is a Bal. Account Entry

New Source No.

New G/L Account No.

New G/L Account Name

Description

Update Simulation

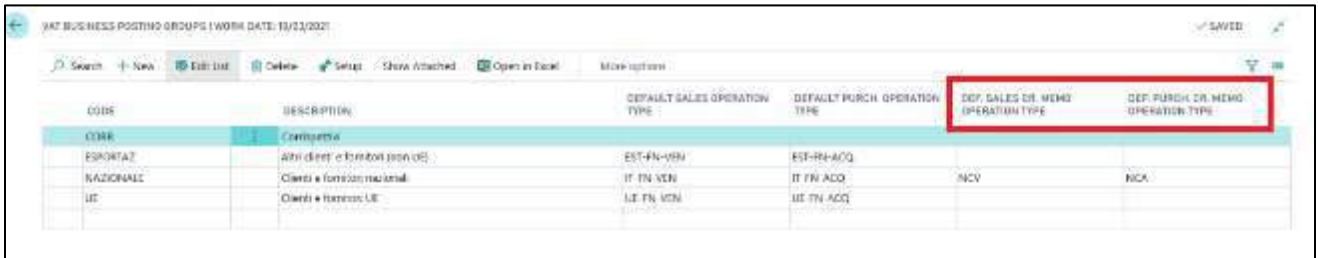


12.5 CREDIT MEMO NUMBERING

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.

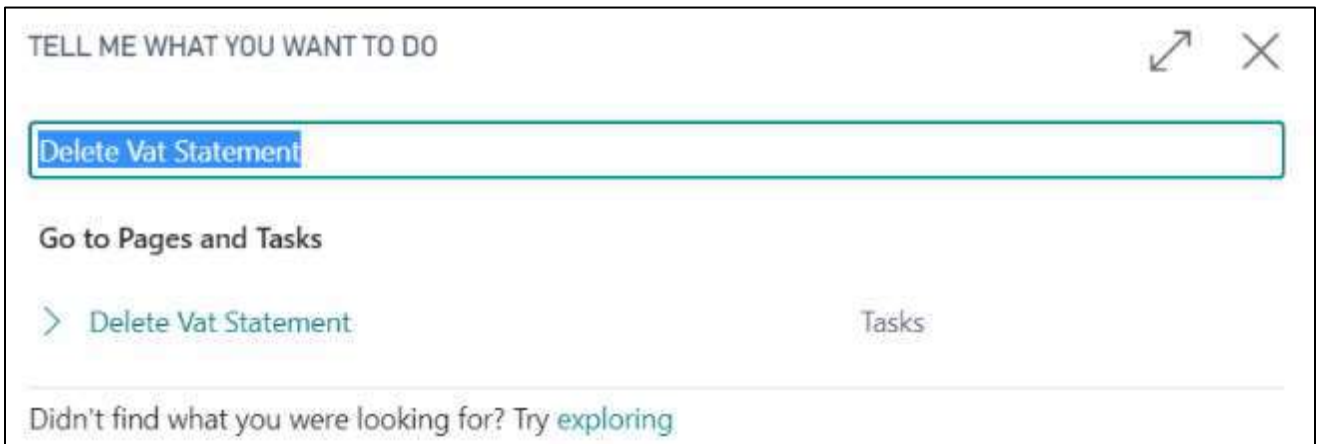
To set the numbers, just go to "**VAT Business Posting Groups**", where two new columns have been inserted "**Def. Sales Cr. Memo Operation Type**" and "**Def. Purch. Cr. Memo Operation Type**".



CODE	DESCRIPTION	DEFAULT SALES OPERATION TYPE	DEFAULT PURCH. OPERATION TYPE	DEF. SALES CR. MEMO OPERATION TYPE	DEF. PURCH. CR. MEMO OPERATION TYPE
COMP	Compartiva				
PSAORTAZ	Altri clienti e fornitori (non UE)	EST-FN-VEN	EST-FN-ACQ		
NAZIONALE	Clienti e fornitori nazionali	IT-FN-VEN	IT-FN-ACQ	NCV	NCA
UE	Clienti e fornitori UE	UE-FN-VEN	UE-FN-ACQ		

12.6 DELETING MONTHLY VAT STATEMENTS

By calling up the "**Delete VAT Statement**" function, it will be possible to eliminate the monthly posted VAT statement, thus also eliminating the VAT transfer entries.



TELL ME WHAT YOU WANT TO DO

Delete Vat Statement

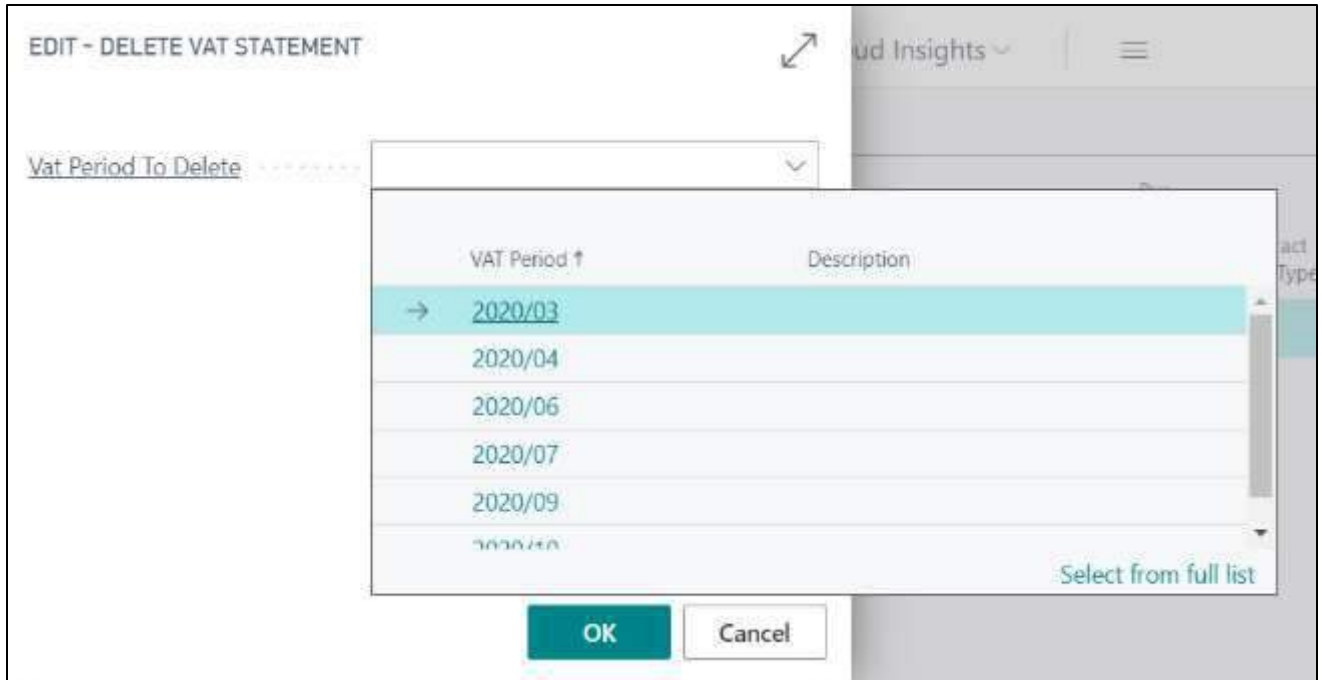
Go to Pages and Tasks

> Delete Vat Statement Tasks

Didn't find what you were looking for? Try exploring

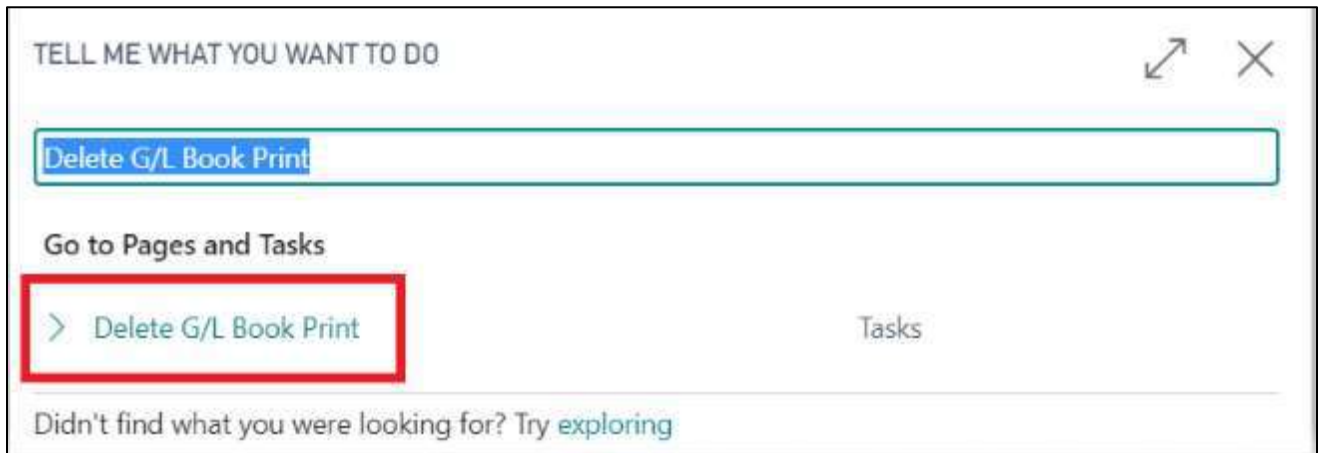
Just select the period and click on ok.





12.7 DELETING G/L BOOK PRINT

By calling up the function “**Delete G/L Book Print**” it will be possible to delete the G/L book print and thus it is possible to close it and reprint it later.



The popup will open where the period must be entered:

MODIFICA - STORNO STAMPA LIBRO GIORNALE

Stornare Stampa Da 01/10/2020

Stornare Stampa Fino A 31/10/2020

OK Annulla

12.8 DELETING VAT BOOK PRINT

By calling up the **“Delete Vat Book Print”** function, it will be possible to delete the definitive print which has been previously created.



TELL ME WHAT YOU WANT TO DO ↗ ✕

Go to Pages and Tasks

> Delete Vat Book Print Tasks

Didn't find what you were looking for? Try [exploring](#)

The popup will open where the period and the VAT register must be entered:

EDIT - DELETE VAT BOOK PRINT ↗

VAT Register 📄

All VAT Registers

Delete Final Print from 📅

Delete Final Print Until 📅



12.9 CHANGING POSTING DATE

This function works only for journal entries. Therefore, It is not possible to change the posting date on documents such as invoices and credit memos.

To change the date, simply go to "**General ledger entries**" select the entry, and use the function "**Update G / L Entry Dates**"

9420 ONERI STRAORDINARI | WORK DATE: 28/01/2021

General Ledger Entries

Search Edit List Process Entry Open in Excel **Actions** Navigate Fewer options

Functions Navigate Posted Document Incoming Document Show Change History

Document No.	No.	Description	Type	Posting Group	Posting Group	Debit Amount	Credit Amount
10-8	9420	Movimenti, agosto 2020					591.55
10-8	9420	Movimenti, agosto 2020					354.93
10-8	9420	Movimenti, agosto 2020					236.62
		Movimenti, luglio 2020					159.94
		Movimenti, luglio 2020					95.97
01/07/2020	2020-11	Movimenti, luglio 2020					63.98
01/11/2020	2020-11	Movimenti, novembre 2020					413.35
01/11/2020	2020-11	Movimenti, novembre 2020					248.01
01/11/2020	2020-11	Movimenti, novembre 2020					165.35

