

Microsoft Dynamics™ AX

Features for Turkey

White Paper

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Introduction

This information provides an overview of features that are specific to users in Turkey. It includes a description of each feature, a list of the forms and fields that are affected by each feature, and procedural information to help you use the feature in your business. The features are available only if the configuration key for Turkey is selected.

Refer here for information about each feature:

- [Handling status changes of checks and drafts](#)
- [Checks, promissory notes and drafts](#)
- [Pay vendor invoices with customer checks](#)
- [Check receipt form and check disbursement form: Check batch report](#)
- [Check receipt form and check disbursement form: Check batch report](#)
- [Promissory note receipt form and promissory note disbursement form: Promissory note batch report](#)
- [Calculate maturity date](#)
- [Exchange journal ledger](#)
- [Update the risk of the customer payments](#)
- [Rediscount](#)
- [Transaction history](#)
- [Portfolio lists](#)
- [Opening transactions for checks and promissory notes](#)
- [Multiple check receipt](#)
- [General ledger account lock](#)
- [Report: Balance list with sum accounts](#)
- [Voucher type of journal entries](#)
- [Journal ledger item numbering](#)
- [Cash accounting module](#)
- [Statutory book: Accounting journal entry form, regular](#)
- [Statutory book: General journal ledger - regular](#)
- [General journal ledger - draft](#)
- [Statutory book: General ledger, regular](#)
- [Ledger exchange adjustment](#)
- [Mirroring on ledger transactions](#)
- [Set up default exchange adjustment accounts](#)
- [Reverse posted transactions](#)
- [New and modified reports in General ledger](#)
- [Localization in the Fixed assets](#)
- [Reopening periods](#)
- [Vendor's tax office](#)

- [Demand confirmation procedure on purchase order](#)
- [Limit for confirmation](#)
- [Extra reports on Accounts payable](#)
- [Conversion currency code for sales and purchase orders](#)
- [Customer's tax office](#)
- [Invoice with packing slip](#)
- [Invoice and packing slip numbers](#)
- [Invoice in local currency for sales orders in foreign currency](#)
- [Default invoice format](#)
- [Calculate Value-Added Tax \(VAT\) on customer interest](#)
- [Additional reports in Accounts receivable](#)
- [Free base amount for local currency](#)
- [Spell amount numbers](#)
- [Alternative statutory book, journalizing](#)
- [Sort journal entries for ledgers](#)
- [YTL conversion](#)
- [New and modified reports in Exchange notes](#)
- [Intercompany check transfer](#)
- [Design company-specific forms](#)
- [Inflation accounting in Inventory management](#)
- [Inflation accounting in Fixed assets](#)
- [Inflation accounting in General ledger](#)
- [Adjustable monetary amounts](#)
- [General ledger - date interval](#)
- [New column on the Transaction list report](#)
- [Phased fiscal year closing](#)
- [Balance list by currency](#)
- [Two balances in the Balance list report](#)
- [Pending company checks](#)
- [Checks in periodic reports](#)
- [Batch report in Exchange notes](#)
- [Separate amount columns in the Internal account statement report](#)
- [Business alerts](#)
- [Intercompany accounting](#)
- [Inventory control](#)
- [Display large amounts on reports](#)
- [Template for Turkish reports](#)

- [Early inventory closing](#)

Handling status changes of checks and drafts

A module titled Exchange notes has been added to handle checks and drafts. The Exchange note journal (**Exchange notes > Exchange note journal**) is a copy of the daily journal and is modified to handle exchange notes. It is used for creating document vouchers and allows you complete the following tasks:

- Store check status changes
- Store drafts as separate transactions
- Update and insert records in the Bank module

For any of the status changes listed above, you can create a journal entry with different posting.

For more information, refer to the following topics:

- [Create Exchange note journal](#)
- [Validation in Exchange note journal](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Create Exchange note journal

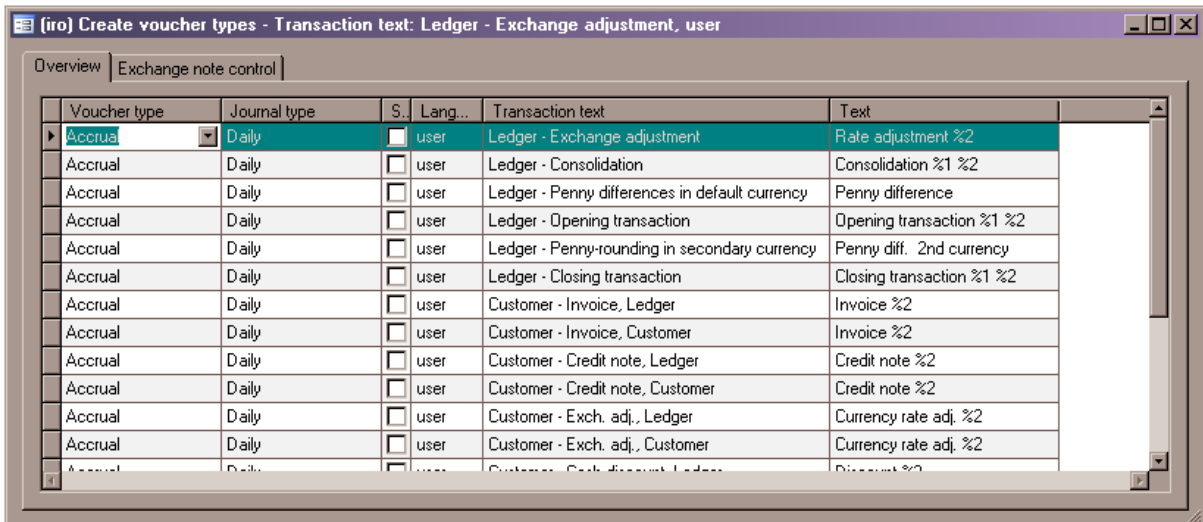
When creating new lines in the **Exchange note journal**, you must select a transaction text type. The selected transaction text type is validated from the **Create voucher types** form (**Exchange notes > Setup > Create voucher types**), and must be the same text that is selected for the batch. The setup for the transaction text also controls the debit and credit fields.

The documents created in the Bank module from the **Exchange note journal** are given an **Entered** status. When the document is posted, the status is changed to **Created**, and when the status is **Created**, the standard payment journals can use the documents.

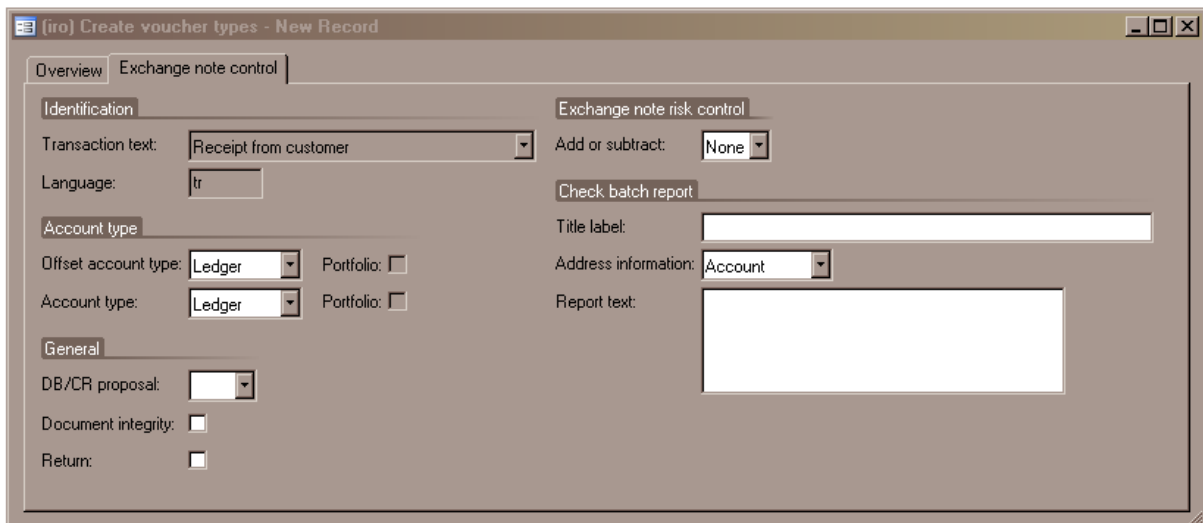
Days of maturity are calculated per voucher and per batch. The fields are located in the header of the **Journal voucher** form.

When posting from the **Exchange notes journal**, the posted vouchers have the **Exchange notes** posting type.

1. Click to **General ledger > Setup > Journals > Journal names**.
2. Press **CTRL+N** or click the **New** icon on the toolbar to create a new journal name for the **Exchange notes journal**.
3. Type a name and a description for the new journal in the **Name** field and the **Description** field.
4. Select **Exchange notes** from the list in the **Journal type** field.
5. Select **Ledger_12** from the list in the **Voucher series** field.
6. Close the form.
7. Click **Exchange notes > Setup > Create voucher types**.



8. Press **CTRL+N** to create a new line.
9. Select **Exchange notes** in the **Journal type** field.
10. Select **tr** in the **Language** field and select the transaction text type to use for handling checks in the **Transaction text** field.
11. Click the **Exchange note control** tab.



12. In the **Offset account type** field, specify the offset account type that the transaction text type is used with.
13. In the **Account type**, specify the account type that the transaction text type is used with.
14. In the **DB/CR proposal** field, set up whether the amount must be credited or debited for the transaction text type.
15. Select the **Document integrity** check box to allow creating new documents in Bank from **Exchange note journal**.
16. Click **Accounts receivable > Setup > Payment > Methods of payment**.

(iro) Methods of payment - Customers - Method of payment: BOE, Bills of Exchange

Overview | General | File formats | Payment control | Payment attributes

Me...	Period	Description	Day...	Payment st...
BOE	Total	Bills of Exchange	0	Approved
CASH	Total	Cash - USD	0	None
CCA...	Total	Credit Card	0	None
CH...	Total	Check - CAD	0	None
CH...	Total	Check - DKK	0	None
CH...	Total	Check - EUR	0	None
CH...	Total	Check - GBP	0	None
CH...	Total	Check - USD	0	None
EPMT	Total	Electronic Payment	0	None
REF...	Total	Check refund	0	None

File

Last file No. 0 Today: 0 Date:

Posting

Account type: Bank Bridging posting: ☐

Payment account: EURBANK Bridging account:

Bank transaction type: [icon]

Payment step process

Payment specification

Payment fee setup

Remittance files for customers

17. Select the bank transaction type that you created in the **Create voucher types form** in the **Bank transaction type** field to attach it to the method of payment.

Note: When the method of payment is set up for the customer or vendor account, the attached bank transaction type will be used as default.

18. Close the form.

19. Click **Exchange notes** > **Exchange note journal**.

(dat) Journal

Show: Open

Overview | General | Setup | Blocking | Dimension | History

Name	Batch	Voucher	Description	P..	L..	I..
EXC	000195_003	00207_117		<input type="checkbox"/>	<input type="checkbox"/>	
EXC	000196_003			<input type="checkbox"/>	<input type="checkbox"/>	

Lines

Validate

Post

Approval

Print

20. Press **CTRL+N** to create a new line.
21. Select the name of the journal created in step 2 in the **Name** field and click **Lines**.

22. Press **CTRL+N** to create a new record.
23. The transaction text type in the **Transaction text type** field and a voucher number in the **Voucher** field is displayed.
24. Select the customer account in the **Account** field. Text is displayed in the **Transaction text** field.
25. Type the amount received from the customer in the **Credit** field. The offset account in the **Offset account** field is displayed.

Note If you select an account and offset accounts of types different from those set up in steps 12-13, a message is displayed.

26. Click the **Payment** tab.
27. Type the check number in the **Check number** field and enter the date in the **Date** field.
28. Click **Bank > Checks**.
29. Find the check with the number from step 27 and verify that the status is **Entered**.
30. Close the form.
31. Click **Exchange notes > Exchange note journal > Lines**.
32. Click **Post > Post**.
33. Click the **General** tab.
34. Verify that the **Account**, **Offset account**, **Date** and the amount in the **Credit** field cannot be changed.
35. Close the form.
36. Click **Bank > Checks**.
37. Verify that the status of the check with the number from step 27 is **Created**.
38. Close the form.

Validation in Exchange note journal

When posting a voucher, you can validate the check number in the **Bank > Checks** form and the due date entered in **Exchange note journal**.

1. Click **Exchange notes > Exchange note journal**.
2. Press **CTRL+N** to create a new line.
3. Select a journal name in the **Name** field.
4. Press **CTRL+S** to save the record.
5. Click **Lines**.
6. Press **CTRL+N** to create a new line.
7. Select **Receipt from customer** in the **Transaction text type** field.
8. Select **4000** in the **Account** field and type **1000** in the **Credit** field.
9. Select **TR bank** in the **Offset account** field.
10. Verify that the **Document type** is **Check** and the **Band transaction type** is **TR**, and these fields cannot be modified.

Note: The **Method of payment** field is not available, but you can change the information on the **Payment** tab.

11. Close the form.
12. Click **Accounts receivable > Setup > Payment > Methods of payment**.

Me...	Period	Description	Day...	Payment st...
BOE	Total	Bills of Exchange	0	Approved
CASH	Total	Cash - USD	0	None
CCA...	Total	Credit Card	0	None
CH...	Total	Check - CAD	0	None
CH...	Total	Check - DKK	0	None
CH...	Total	Check - EUR	0	None
CH...	Total	Check - GBP	0	None
CH...	Total	Check - USD	0	None
EPMT	Total	Electronic Payment	0	None
REF...	Total	Check refund	0	None

File
Last file No. 0 Today: 0 Date:

Posting
Account type: Bank Bridging posting: ☐
Payment account: EURBANK Bridging account:
Bank transaction type:

Payment step process
Payment specification
Payment fee setup
Remittance files for customers

13. Verify that the **Bank transaction type** field is blank.
14. Click **Exchange notes > Exchange notes journal**.
15. Select the journal created in step 2.
16. Click **Lines** and click the **Payment** tab.

17. In the **Method of payment** field, select **BOE**.
18. Click the **Overview** tab.
19. Verify that **Document type** and **Band transaction type** are blank, and these fields cannot be modified.
20. Close the form.
21. Click **Bank > Checks**.
22. Verify that there is no check with the previously set check number.
23. Close the form.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator	Description
Exchange note journal (form) Exchange notes > Exchange note journal	Create journals for storing and posting exchange note transactions.
Exchange note journal lines (form) Exchange notes > Exchange note journal > Lines	Create and post separate transactions for different check/promissory note status changes.
Create voucher types (form) Exchange notes > Setup > Create voucher types	Set up voucher types, transaction text types, and validation for them.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Form name and locator

Exchange note journal lines (form)

Exchange notes > Exchange note journal > Lines

Bank transaction type (form)

Bank > Setup > Bank transaction type

Exchange note journal lines (form)

Exchange notes > Exchange note journal > Lines

Journal names (form)

General ledger > Setup > Journal names

Create voucher types (form)

Exchange notes > Setup > Create voucher types

Create voucher types (form)

Exchange notes > Setup > Create voucher types

Create voucher types (form)

Exchange notes > Setup > Create voucher types

Create voucher types (form)

Exchange notes > Setup > Create voucher types

Create voucher types (form)

Exchange notes > Setup > Create voucher types

Checks (form)

Bank > Checks

Exchange note journal lines (form)

Exchange notes > Exchange note journal > Lines

Description

Overview tab

Document type field

The document issued for the transaction.

Overview tab

Document type field

Assign the document that will be issued for the bank transaction type if needed.

Overview tab

Transaction text type field

Set up the transaction text type used for handling checks and drafts.

Overview tab

Journal type field

Select **Exchange notes journal** to create journals of this type.

Exchange note control tab

Define validations for each transaction text type in the **Exchange note journal**.

Exchange note control tab

Account type field

Define the account type that the transaction text type can be used with.

Exchange note control tab

Offset account type field

Define the offset account type that the transaction text type can be used with.

Exchange note control tab

DB/CR proposal field

Define whether the amount must be credited or debited for the transaction text type.

Exchange note control tab

Document integrity check box

Select the check box to allow creating new documents in Bank from the **Exchange notes journal**.

Exchange note tab

Specify information for the document that will be created if the **Document integrity** check box is selected. The values for the **Drawer** and **Guarantor** fields will be transferred to the Exchange journal line, and you will be able to change them.

Overview tab

Maturity date button

Calculate the days of maturity per voucher and per batch.

Checks, promissory notes and drafts

Checks, promissory notes and drafts have similar fields. Therefore, enhancements are added to the Bank module to handle checks, promissory notes, and drafts, which are referred to as exchange notes. For simplicity, both checks and promissory notes are handled in the similar way and can be recorded when used for payment from customer and to vendor.

For more information, refer to the following topics:

- [Handling exchange notes in the Bank module](#)
- [Forms for this feature](#)
- [Form that is modified for this feature](#)

Handling exchange notes in the Bank module

New fields have been created in the check master file that was already available in the standard Bank module.

These new fields are grouped under two groups called Document and Guarantor.

You should verify that the **Document** and **Guarantor** fields are available in Bank to handle checks, promissory notes, and drafts, which are referred to as exchange notes.

1. Click **Exchange notes > Exchange note journal**.
2. Press **CTRL+N** to create a new journal.
3. Select a journal name in the **Name** field.
4. Press **CTRL+S** to save the record.
5. Click **Lines** and verify that the transaction text type in the **Transaction text type** field is **Receipt from customer**.
6. Select the **4000** account in the **Account** field and verify that the offset account is **TR BANK**.
7. Type **100** in the **Credit** field.
8. Click the **Payment** tab.
9. Type the check number in the **Check number** field and enter the current date in the **Due date** field.
10. Close the form.
11. Click **Bank > Checks**.
12. Verify that the status of the check that you created in step 9 is **Entered**.
13. Close the form.
14. Click **Exchange notes > Exchange note journal > Lines**.
15. Click **Post > Post**, and then close the journal.
16. Click **Bank > Checks**.
17. Verify that the status of the check that you created in step 9 is now **Created**.
18. Close the **Checks** form.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Exchange note journal (form)

Exchange notes > Exchange note journal

Exchange note journal lines (form)

Exchange notes > Exchange note journal > Lines

Create voucher types (form)

Exchange notes > Setup > Create voucher types

Description

Create journals for storing and posting exchange note transactions.

Create and post separate transactions for various check and promissory note status changes.

Set up voucher types, transaction text types, and validation for them.

Form that is modified for this feature

Refer to the following information about an additional form that you will use with this feature.

Checks (form)

Bank > Checks

Exchange notes tab

Update the master data of checks and promissory notes.

Pay vendor invoices with customer checks

You can now use customer checks and promissory notes to pay invoices from vendors. The same functionality has been developed both for checks and promissory notes.

Since Turkish law requires that you track customer checks used in paying invoices from vendors, some changes have been made to the Bank module. It is now possible not only to track checks, but to distinguish between customer checks and drafts and company checks and drafts.

For more information, refer to the following topics:

- [Use customer checks to invoices from vendors](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Use customer checks to invoices from vendors

You can use customer checks to pay vendor invoices. The customer checks then become company checks.

1. Click **Exchange notes** > **Exchange note journal**.
2. Press **CTRL+N** to create a new journal.
3. Select a journal name in the **Name** field.
4. Press **CTRL+S** to save the record.
5. Click **Lines** and verify that entry in the **Transaction text type** field is **Receipt from customer**.
6. Select the account **4000** in the **Account** field, and verify that the offset account is **TR BANK**.
7. Type **100** in the **Credit** field.
8. Click the **Payment** tab.
9. Type the check number in the **Check number** field, and enter the current date in the **Due date** field.
10. Click **Post** > **Post**, and close the form.
11. Press **CTRL+N** to create a new journal.
12. In the **Name** field, select a journal name for **Disbursement to vendor**.
13. Click **Lines**.

14. Verify that the entry in the **Transaction text type** field is **Disbursement to vendor**.
15. Select the account **3000** in the **Account** field, and verify that an offset account is displayed.
16. Click the **Payment** tab.
17. In the **Check number** field, select the check with number from step 9, and verify that the **Date** field displays the date from step 9.
18. Click **Post** > **Post**, and close the form.
19. Click **Accounts payable** > **Vendors**.
20. Select the account **3000**.
21. Click **Transactions**.
22. Verify there is the transaction for the payment you have just posted and close the form.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator	Description
Exchange note journal (form) Exchange notes > Exchange note journal	Create journals for storing and posting exchange note transactions.
Exchange note journal lines (form) Exchange notes > Exchange note journal > Lines	Create and post separate transactions for various check and promissory note status changes.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Form name and locator	Description
Checks (form) Bank > Checks	Exchange note tab Specify information for the document that will be created and set up information for recording and tracking exchange notes.
Checks (form) Bank > Checks	Exchange note tab Bank code field Assign a code to the bank that will to be used for tracking exchange notes.
Checks (form) Bank > Checks	Exchange note tab Bank account No. field Specify the account number of the bank that handles exchange notes.
Checks (form) Bank > Checks	Exchange note tab Bank branch field Specify the name of the bank branch, if any, that issued exchange notes.
Bank transaction type (form) Bank > Setup > Bank transaction type	Document type field Assign the document that will be issued for the bank transaction type, if needed.
Checks (form) Bank > Checks	Exchange note tab Printed check No. field Assign a unique number for the check that is printed.
Checks (form) Bank > Checks	Exchange note tab Transaction type assigned to bank account field Specify the bank transaction type in order to distinguish between customer and company exchange notes.

Check receipt form and check disbursement form: Check batch report

You can print the Check batch report to obtain information about the check receipts or disbursements. Click **Exchange notes > Reports > Check batch report** to access the report. You also can print it from the **Exchange note journal > Lines** form, but it will be printed only for the current voucher.

For more information, refer to the following topics:

- [Print a Check batch report](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Print a Check batch report

1. Click **Exchange notes > Exchange notes journal**.
2. Press **CTRL+N** to create a new journal.
3. Select a journal name in the **Name** field.
4. Click **Lines**.
5. Press **CTRL+N** to create a new line.
6. Select an account in the **Account** field.
7. Enter **100** in the **Credit** field and set up an offset account.

8. Click the **Payment** tab and enter a due date.
9. Press **CTRL+S** to save the record.
10. Press **CTRL+N** to create a new line.
11. Select an account in the **Account** field.
12. Enter **100** in the **Credit** field and specify an offset account.
13. Click the **Payment** tab, and enter a due date.
14. Click **Print > Check batch report**.

Note: The **Transaction text type** field is not available because it displays the transaction text type specified for the voucher.

15. Click **OK**.
16. Verify that only the current voucher was printed and that there are two records shown in the report.
17. Verify that all data in report is consistent with the related voucher data.
18. Close the report.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Exchange note journal (form)

Exchange notes > Exchange note journal

Exchange note journal lines (form)

Exchange notes > Exchange note journal > Lines

Description

Create journals to store and post exchange note transactions.

Create and post separate transactions for various check and promissory note status changes.

Forms that are modified for this feature

Refer to the following information about additional forms and fields in that you will use with this feature.

Form name and locator

Checks (form)

Bank > Checks

Checks (form)

Bank > Checks

Checks (form)

Bank > Checks

Checks (form)

Bank > Checks

Bank transaction type (form)

Bank > Setup > Bank transaction type

Checks (form)

Bank > Checks

Checks (form)

Bank > Checks

Description

Exchange note tab

Specify information for the document that will be created and set up information to enter and track exchange notes.

Exchange note tab

Bank code field

Specify the code of the bank to use to track exchange notes.

Exchange note tab

Bank account No. field

Enter the account number of the bank that handles exchange notes.

Exchange note tab

Bank branch field

Enter the name of the bank branch, if any, that issued exchange notes.

Overview tab

Document type field

Assign a document to issue for the bank transaction type, or leave blank if it is not needed.

Printed check No. field

Enter the unique number for the check that it can be tracked when it is used for paying invoices, for example.

Exchange note tab

Transaction type assigned to bank account field

Select the bank transaction type to distinguish between customer and company exchange notes.

Promissory note receipt form and promissory note disbursement form: Promissory note batch report

You can print the Promissory note batch report (**Exchange notes > Reports > Promissory note batch** report) to view information about the promissory note receipts or disbursements. You also can print the report from the **Exchange note journal lines** form, but it will be printed only for the current voucher.

For more information, refer to the following topics:

- [Print a Promissory note batch report](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Print a Promissory note batch report

1. Click **Exchange notes** > **Exchange notes journal**.
2. Press **CTRL+N** to create a new journal.
3. Select the journal name in the **Name** field and click **Lines**.
4. Press **CTRL+N** to create a new line.
5. Select an account in the **Account** field.
6. Enter **100** in the **Credit** field, and select **TR PM bank** in the **Offset account** field.
7. Click the **Payment** tab.
8. Type the check number in the **Check number** field and enter a due date.
9. Click **Print** > **Promissory note batch report**.

Note: The **Transaction text type** field is not available because it displays the transaction text type specified for the voucher.

10. Click **OK**.
11. Verify that only the current voucher was printed with an **Entered** status and that the data in report is consistent with the related voucher data.
12. Close the report.
13. In the **Journal voucher** form, click **Post** > **Post**.
14. Click **Print** > **Promissory note batch report**.
15. Click **OK**.

16. Verify that only the current voucher was printed with a **Created** status and that the data in report is consistent with the related voucher data.
17. Close the report.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator	Description
Promissory note batch report (report) Exchange notes > Reports > Promissory note batch report	Print a report that shows information about promissory note receipts and disbursements.
Exchange note journal (form) Exchange notes > Exchange note journal	Create journals to store and post exchange note transactions.
Exchange note journal lines (form) Exchange notes > Exchange note journal	Create and post separate transactions to handle checks, drafts, and promissory notes.

Form that is modified for this feature

Refer to the following information about an additional form that you will use with this feature.

Form name and locator	Description
Exchange note journal lines (form) Exchange notes > Exchange note journal > Lines	Promissory note batch report button Print vouchers from the Exchange notes journal for promissory note receipt and disbursement.

Calculate maturity date

The maturity date now can be calculated from the **Exchange note journal lines** form and is updated automatically per journal and per batch when the balances of the journal lines are updated.

You can calculate the maturity date by clicking the **Maturity date** button in the journal voucher form or it can be calculated automatically when you create a voucher if the **Online calculation of maturity date** check box is selected in the **Exchange note parameters** form.

The maturity that is calculated is printed on all exchange note documents, such as check receipts and disbursements and promissory note receipts and disbursements.

For more information, refer to the following topics:

- [Calculate maturity date for exchange notes](#)
- [Forms that are modified for this feature](#)
- [Forms that are modified for this feature](#)

Calculate maturity date for exchange notes

The maturity date is calculated using the following formula:

Due Days = DD – BD

- DD = Due date of a check or promissory note
- BD = Transaction date of batch

The average maturity date for a batch of checks or drafts is calculated using the following formula:

Average Due Days = $\sum [(DD_i - BD_i) \times CA_i] / \sum CA_i$

- DD = Due Date of a Check or Promissory Note
- BD = Transaction Date of Batch
- CA = Amount of a Check or Promissory Note
- i= Number of Checks & Promissory Notes in the Batch

1. Click **Exchange notes > Setup > Parameters.**

The screenshot shows a software window titled "(dat) Exchange note parameters". It has two tabs: "Rediscount" and "Number sequences". The "Rediscount" tab is selected. Inside this tab, there is a "Rediscount account" dropdown menu. Below it are two input fields: "Rediscount interest income:" and "Rediscount interest outcome:", each followed by a currency symbol button (R). Further down is a "Maturity date" section, and at the bottom is a checkbox labeled "Online calculation of maturity date:" which is currently unchecked.

2. Select the **Online calculation of maturity date** check box.
3. Click **Tools > System date.**
4. Enter a date in the **System date** field value, for example, **05/31/2007.**
5. Close the form.
6. Click **Exchange notes > Exchange notes journal.**
7. Press **CTRL+N** to create a new journal.
8. Specify the name of the journal and click **Lines.**
9. Press **CTRL+N** to create a new line.
10. Select an account in the **Account** field.
11. Type **1000** in the **Credit** field, and set up the offset account in the **Offset account** field.
12. Click the **Payment** tab.
13. Enter a due date, for example **05/30/2007.**
14. Press **CTRL+S** to save the record.
15. Verify under the **Maturity date**, that **Journal = -1** and **Per voucher =**

-1.

Since DD = Due date, BD = Transaction date, then Maturity date = DD – BD.

16. Close the journal.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator	Description
Exchange note parameters (form) Exchange notes > Setup > Parameters	Set up parameters for handling exchange notes in the Exchange notes module.
Exchange note journal (form) Exchange notes > Exchange note journal	Create journals to store and post exchange note transactions.
Exchange note journal lines (form) Exchange notes > Exchange note journal	Create and post separate transactions for various check and promissory note status changes.

Forms that are modified for this feature

Refer to the following information about additional forms and fields in that you will use with this feature.

Exchange note journal lines (form) Exchange notes > Exchange note journal > Lines	Overview tab Maturity date button Calculate the maturity date at any time.
Exchange note journal lines (form) Exchange notes > Exchange note journal > Lines	Overview tab Maturity date field group The maturity date calculated per batch and per voucher when you click the Maturity date button.

Exchange journal ledger

Use the **Exchange journal ledger** report (**Exchange notes** > **Reports** > **Exchange journal ledger**) to print transactions from the **Exchange notes journal** of a specific bank transaction type.

You can select ranges for vouchers to print on the report. If the **Detailed** check box is selected, all vouchers for the selected documents are printed. Otherwise, only the selected documents are printed.

For more information, refer to the following topics:

- [Print the Exchange journal ledger report](#)
- [Forms for this feature](#)

Print the Exchange journal ledger report

1. Click **Exchange notes** > **Exchange note journal**.
2. Press **CTRL+N** to create a new journal.
3. Specify the journal name in the **Name** field and click **Lines**.
4. Press **CTRL+N** to create a new line.
5. Specify the transaction text type, account, offset account, and enter an amount in the **Credit** field.
6. Click the **Payment** tab.

7. Type the check number in the **Check number** field.
8. Click **Post** > **Post**, and close the form.
9. Click **Exchange notes** > **Reports** > **Exchange journal ledger**.

10. Click **Select** and select the transaction text type from step 5, and click **OK**.
11. Select the **Detailed** check box and click **OK**.
12. Verify that the report contains data about the check and its voucher that was created in steps 4-7.
13. Close the report.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator	Description
Exchange note journal (form) Exchange notes > Exchange note journal	Create journals to store and post exchange note transactions.
Exchange note journal lines (form) Exchange notes > Exchange note journal	Create and post separate transactions for various check and promissory note status changes.
Exchange ledger journal (report) Exchange notes > Exchange ledger journal	Print the Exchange notes journal for a specific bank transaction type.

Update the risk of the customer payments

Customers can use checks and promissory notes to make payments. However, there is a risk to your company if customers do not make their payments when they are due. You can periodically update and analyze the risk to your company. The risk amount is also calculated when checking the customer's credit limit.

Click **Exchange notes > Periodic > Update risk of customer** to update customer risk.

For more information, refer to the following topics:

- [Update risk on customer payments](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Update risk on customer payments

When you run the **Update risk of customer** periodic job, you can specify values in the **As of date** and **Day value** fields so that only checks after the as of date plus the day value can have customer risk decreased.

In **Create voucher types** form in the Exchange notes module, the risk control can be set for every transaction text type of exchange notes.

1. Click **Accounts receivable > Customers**.
2. Press **CTRL+N** to create a new customer.
3. Type the customer name in the **Name** field. Leave the **Search name** field blank.
4. In the **Customer group** field, select the group the customer belongs to.
5. Click the **General** tab.
6. Verify that the amount in the **Risk amount** field is **0**.

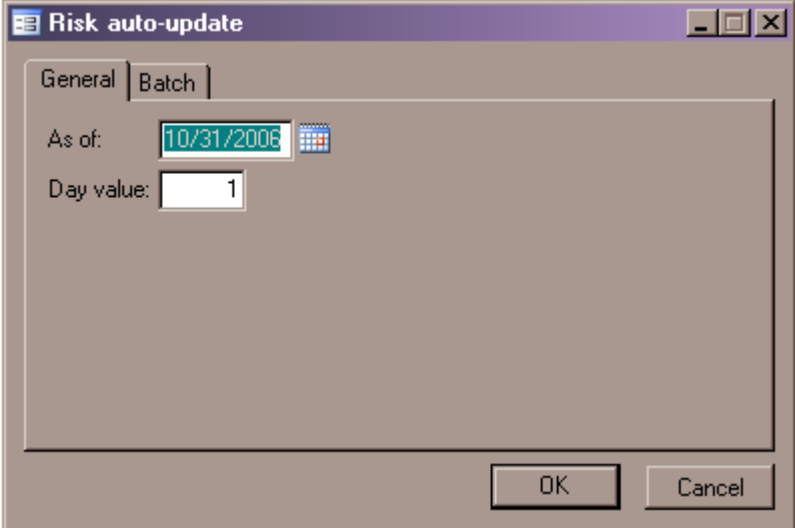
The screenshot shows a software window titled "(dat) Customers - Customer account: 4000, Light and Design". It has several tabs: Overview, General, Setup, Sales order, Address, Contact information, Payment, and Dimension. The "Overview" tab is active. On the right side, there is a "Transactions" section with buttons for Balance, Setup, Trade agmt., Functions, Inquiry, and Forecast (G). The main area is divided into sections: Identification, Credit, Administration, and Vendor. In the "Credit" section, the "Risk amount" field is highlighted with a red rectangle and shows the value "0.00". Other fields include Customer account (4000), Name (Light and Design), Search name (Light and Design), Customer group (20), Currency (USD), Language (En-us), Customer classification group (01), Mandatory credit limit (checkbox), Credit rating, Credit limit (0.00), Stopped (No), One-time customer (checkbox), Statistics group, Account statement (Always), Demand planning (checkbox), and Vendor account.

7. Close the form.
8. Click **Exchange notes** > **Create voucher types** and select the transaction text type.
9. Click the **Exchange note control** tab.
10. In **Add or subtract** field, specify whether risk should be added or subtracted for this transaction text type.

The screenshot shows a software window titled "(iro) Create voucher types - New Record". It has two tabs: Overview and Exchange note control. The "Exchange note control" tab is active. The form is divided into sections: Identification, Account type, General, and Exchange note risk control. In the "Exchange note risk control" section, the "Add or subtract" field is highlighted with a red rectangle and shows the value "None". Other fields include Transaction text (Receipt from customer), Language (tr), Offset account type (Ledger), Portfolio (checkbox), Account type (Ledger), Portfolio (checkbox), Title label, Address information (Account), Report text, DB/CR proposal, Document integrity (checkbox), and Return (checkbox).

11. Select **Plus** in the **Add or subtract** field.
12. Close the form.

13. Click **Exchange notes** > **Exchange note journal**.
14. Press **CTRL+N** to create a new journal and click **Lines**.
15. Press **CTRL+N** to create a new line, and verify that the transaction text type is the one you have previously selected.
16. Select the account of the customer that you have created.
17. Type an amount in the **Amount** field.
18. Verify that the offset account in the **Offset account** field is specified.
19. Click the **Payment** tab.
20. Under the **Document** field group, specify the due date for the exchange note payment.
21. Click **Post** > **Post** and close the form.
22. Click **Exchange notes** > **Periodic** > **Update customer risk**.



The screenshot shows a 'Risk auto-update' dialog box. It has a title bar with standard window controls. Inside, there are two tabs: 'General' and 'Batch'. The 'General' tab is selected. Under this tab, there are two input fields. The first is labeled 'As of:' and contains the date '10/31/2006', with a small calendar icon to its right. The second is labeled 'Day value:' and contains the number '1'. At the bottom right of the dialog, there are two buttons: 'OK' and 'Cancel'.

23. Enter a date in the **As of** field, which must be earlier than the due date.
24. Enter a value in the **Day value** field (as of date + day value < due date).
25. Click **OK**.
26. Click **Accounts receivable** > **Customers**, and click the **General** tab.
27. Verify that the amount in the **Risk amount** field is not **0** but increased by the amount you have posted.
28. Close the form.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Exchange note journal (form)

Exchange notes > Exchange note journal

Exchange note journal lines (form)

Exchange notes > Exchange note journal

Create voucher types (form)

Exchange notes > Setup > Create voucher types

Risk auto-update (form)

Exchange notes > Periodic > Update risk of customer

Description

Create journals to store and post exchange note transactions.

Create and post separate transactions for various check and promissory note status changes.

Set up voucher types, transaction text types, and validation for them.

Set up parameters to update customer risk one time or in a batch.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Customers (form)

Accounts receivable > Customers

General tab

Risk amount field

Set the risk amount for the customer and inquire about the risk after it is updated.

Create voucher types (form)

Exchange notes > Setup > Create voucher types

Exchange note control tab

Exchange note risk control field group field

Select whether risk should be added or subtracted for the selected transaction text type.

Rediscount

According to the legal rate that is established by the Central bank of Turkey, you can calculate rediscount, based on a specified date. Vouchers are created in the general ledger for the exchange note calculation in portfolios as of given date. Click **Exchange notes > Periodic > Calculation of rediscount** to open the form to calculate rediscounts.

Note: When running the job, a dialog box appears where you can set up the criteria to calculate the rediscount. After calculation, two vouchers that have not been posted are created for the selected journal.

For more information, refer to the following topics:

- [Set up rediscount](#)
- [Calculate rediscount](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Set up rediscount

1. Click **Exchange notes > Setup > Parameters**.

[2] Exchange note parameters

Rediscount | Number sequences

Rediscount account

Rediscount interest income:

Rediscount interest outcome:

Maturity date

Online calculation of maturity date: ☐

2. Set up the following parameters for rediscount calculation:
 - **Rediscount interest income = 700300**
 - **Rediscount interest outcome = 800500**
3. Close the form.
4. Click **Bank > Bank accounts**.
5. Select a bank account to run rediscount calculation for.
6. Click the **Negotiable instrument** tab.

(dat) Bank accounts - Bank account: CADBANK, Bank Account - CAD

Overview | General | Setup | Negotiable instrument | Address | Contact information

Negotiable instrument

Fee journal:

Collection expenses fee: Collection account:

Discount interests fee: Discount account:

Invoice remit fee: Invoice remit account:

Rediscount

Rediscount account:

Transactions
Balance
Balance control
Checks
Bill of exchange
Promissory notes
Setup
Functions
Inquiry

7. In the **Rediscount account** field, select **520100**.
8. Close the form.
9. Click **Exchange notes** > **Exchange notes journal**.
10. Press **CTRL+N** to create a new journal.
11. Select the journal name in the **Name** field, and click **Lines**.
12. Press **CTRL+N** to create a new line.
13. Specify the customer account in the **Account** field, and select **TR bank** in the **Offset account** field.
14. Type **1000** in the **Credit** field.
15. Click the **Payment** tab.
16. Type **111** in the **Check number** field.
17. Specify the due date for the exchange note.
18. Click **Post** > **Post**, and close the form.

Calculate rediscount

Verify how the rediscount for exchange notes is calculated.

1. Click **Exchange notes** > **Periodic** > **Calculation of rediscount**.

2. Specify the bank account in the **Portfolio** fields.
3. Enter a date in the **As of date** field that is later than the due date.
4. Select **Day1 – Daily Journal** in the **Name of journal** field.
5. Type **Rediscount** in the **Transaction text** field.
6. Enter a rediscount rate in the **Rediscount pct** field.
7. Select a currency and enter the exchange rate.
8. Click **OK**.
9. Click **General ledger > Journals > Journal entry**.
10. Verify that a new voucher is created with **Rediscount** in the **Transaction text** field.
11. Close all forms.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Exchange note journal (form)

Exchange notes > Exchange note journal

Exchange note journal lines (form)

Exchange notes > Exchange note journal

Exchange note parameters (form)

Accounts receivable > Customers

Exchange note parameters (form)

Exchange notes > Setup > Parameters

Calculation of rediscount (form)

Exchange notes > Periodic > Calculation of rediscount

Description

Create journals to store and post exchange note transactions.

Create and post separate transactions for various check and promissory note status changes.

Create, maintain, and view information related to customers.

Set up parameters to handle exchange notes in the Exchange notes module.

Run calculation for the exchange notes as of a specific date, such as a rediscount rate.

Form that are modified for this feature

Refer to the following information about an additional form that you will use with this feature.

Bank accounts (form)

Bank > Bank accounts

Rediscount account

Select the account to which rediscount is posted.

Transaction history

You can click **Exchange notes > Reports > Exchange note transaction history** to print a report that displays transactions for a check or promissory note created in the **Exchange note journal**. You can select to print all documents or a range of documents on the report.

For more information, refer to the following topics:

- [Print the Exchange note transaction history report](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Print the Exchange note transaction history report

1. Click **Exchange notes > Exchange notes journal**.
2. Press **CTRL+N** to create a new journal.
3. Select the journal name in the **Name** field and click **Lines**.
4. Press **CTRL+N** or click the **New** icon on the toolbar to create a new line.
5. Specify the customer account in the **Account** field.
6. Select the bank account in the **Offset account** field and enter an amount in the **Credit** field.
7. Click the **Payment** tab.
8. Type the check number in the **Check number** field.
9. Specify the due date for the exchange note.
10. Click **Post > Post**.
11. Click **Exchange notes > Reports > Exchange note transaction history**.

12. Click **OK**.
13. Verify that the report contains the data from the check created in steps 1-11.
14. Close the report.

Forms for this feature

Refer to the following information about forms in that you will use with this feature.

Form name and locator

Exchange note journal (form)

Exchange notes > Exchange note journal

Exchange note journal lines (form)

Exchange notes > Exchange note journal

Exchange note transaction history (report)

Exchange notes > Periodic > Exchange note transaction history

Description

Create journals to store and post exchange note transactions.

Create and post separate transactions for various check and promissory note status changes.

Print a report that information about transactions for checks and promissory notes created in the **Exchange note journal**.

Form that is modified for this feature

Refer to the following information about an additional form in that you will use with this feature.

Exchange note parameters (form)

Exchange notes > Setup > Parameters

Print in TL

Select this check box if transactions should be printed in old Turkish lira.

Portfolio lists

You can print reports that show information about documents in the selected portfolio as of the current date or as of given date. There are three reports:

- **Portfolio list** – Shows all customer checks
- **Portfolio list (KC/KS)** – Shows all company checks
- **Portfolio list as of date** – Shows all checks as of given date

For more information, refer to the following topics:

- [Preliminary setup](#)
- [Print portfolio list](#)
- [Printing Portfolio list \(KC/KS\)](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Preliminary setup

1. Click **General ledger > Setup > Journals > Journal names**.

Name	Description	Journal type	Voucher ...	Sales...	Accou...	Offset account	Approve
Cust_D	Draw bills of exchange	Customer draw bill of excha...	Ledger_9		Ledger		<input type="checkbox"/>
Cust_P	Customer Payment	Customer payment	Ledger_1		Ledger		<input type="checkbox"/>
Cust_Pr	Protest Bill of exchange	Customer protest bill of exc...	Ledger_10		Ledger		<input type="checkbox"/>
Cust_R	Customer Remittance	Customer bank remittance	Ledger_2		Ledger		<input type="checkbox"/>
Cust_Re	Redrawn of bill of exchan...	Customer redraw bill of exc...	Ledger_11		Ledger		<input type="checkbox"/>
Cust_Se	Customer settle bill of exc...	Customer settle bill of exc...	Ledger_14		Ledger		<input type="checkbox"/>
Day1	Daily Journal 1	Daily	Ledger_3		Ledger		<input type="checkbox"/>
Day2	Petty cash journal	Daily	Ledger_3		Ledger		<input type="checkbox"/>
EXC		Exchange notes	Vit_117		Bank	TR	<input type="checkbox"/>
FA_WDO...	FA write-down adjustment	Post fixed assets	FA_WDO...		Ledger		<input type="checkbox"/>
FA_WUP	FA write-up adjustment	Post fixed assets	FA_WUP		Ledger		<input type="checkbox"/>
FAA	FA acquisition journal	Post fixed assets	FAA		Ledger		<input type="checkbox"/>
FAA_ADJ	FA acq. adjustment journal	Post fixed assets	FAA_ADJ		Ledger		<input type="checkbox"/>
FAB	FA budget journal	Fixed asset budget	FAB		Ledger		<input type="checkbox"/>
FAD	FA depreciation journal	Post fixed assets	FAD		Ledger		<input type="checkbox"/>
FAD_ADJ	FA depr. adjustment journal	Post fixed assets	FAD_ADJ		Ledger		<input type="checkbox"/>
FAD_EXT	FA extraordinary deprecia...	Post fixed assets	FAD_EXT		Ledger		<input type="checkbox"/>
FAD_TAX	FA tax depreciation journal	Post fixed assets	FAD_TAX		Ledger		<input type="checkbox"/>
FADISP_S...	FA disposal sale journal	Post fixed assets	FADISP_S...		Ledger		<input type="checkbox"/>
FADISP_S...	FA disposal scrap journal	Post fixed assets	FADISP_S...		Ledger		<input type="checkbox"/>
FAREVAL	FA revaluation journal	Post fixed assets	FAREVAL		Ledger		<input type="checkbox"/>
FATRAN	FA transfer journal	Post fixed assets	FATRAN		Ledger		<input type="checkbox"/>
Inv_A	Invoice approval	Approval	Ledger_4		Ledger		<input type="checkbox"/>
Inv_R	Invoice register	Invoice register	Ledger_5		Ledger		<input type="checkbox"/>
Per	Periodic Journal	Periodic	Ledger_6		Ledger		<input type="checkbox"/>
ProjExpens	Project Expense	Project - Cost	ProjExpJo		Ledger		<input type="checkbox"/>

2. Press **CTRL+N** or click the **New** icon on the toolbar to create a new record.
3. Enter the following information:

- **Name = DIS**

- **Description = Disbursement**
 - **Journal type = Exchange notes**
 - **Voucher series = Virt_117**
- Click the **General** tab and enter the following information:
 - **Account type = Bank**
 - **Transaction text = Disbursement to vendor**
 - Close the form.
 - Click **Exchange notes > Setup > Create voucher types**.

Voucher type	Journal type	S.	Lang...	Transaction text	Text
Accrual	Daily	<input type="checkbox"/>	tr	Ledger - Exchange adjustment	Rate adjustment %2
Accrual	Daily	<input type="checkbox"/>	user	Ledger - Consolidation	Consolidation %1 %2
Accrual	Daily	<input type="checkbox"/>	user	Ledger - Penny differences in default currency	Penny difference
Accrual	Daily	<input type="checkbox"/>	user	Ledger - Opening transaction	Opening transaction %1 %2
Accrual	Daily	<input type="checkbox"/>	user	Ledger - Penny-rounding in secondary currency	Penny diff. 2nd currency
Accrual	Daily	<input type="checkbox"/>	user	Ledger - Closing transaction	Closing transaction %1 %2
Accrual	Daily	<input type="checkbox"/>	user	Customer - Invoice, Ledger	Invoice %2
Accrual	Daily	<input type="checkbox"/>	user	Customer - Invoice, Customer	Invoice %2
Accrual	Daily	<input type="checkbox"/>	user	Customer - Credit note, Ledger	Credit note %2
Accrual	Daily	<input type="checkbox"/>	user	Customer - Credit note, Customer	Credit note %2
Accrual	Daily	<input type="checkbox"/>	user	Customer - Exch. adj., Ledger	Currency rate adj. %2
Accrual	Daily	<input type="checkbox"/>	user	Customer - Exch. adj., Customer	Currency rate adj. %2
Accrual	Daily	<input type="checkbox"/>	user	Customer - Cash discount, Ledger	Discount %2

- Press **CTRL+N** to create a new transaction type text.
- Enter the following information:
 - **Voucher type = Disbursement**
 - **Journal type = Exchange notes**
 - **Language = tr**
 - **Transaction text = Disbursement to vendor**
 - **Setup record** – Clear the check box.
- Click the **Exchange note control** tab and enter the following information:
 - **Offset account type – Bank**
 - **Portfolio** – Select the check box.
 - **Account type = Vendor**
 - **DB/CR proposal = Debit**
 - **Document integrity** – Clear the check box.
- Close the form.

Print portfolio list

- Click **Exchange notes > Exchange note journal**.

2. Press **CTRL+N** to create a new journal.
3. Select **EXC** in the **Name** field and click **Lines**.
4. Press **CTRL+N** to create a new line.
5. Verify that a new voucher is created with **Receipt from customer** in the Transaction text type field.
6. Enter the following information:
 - **Account = 4000**
 - **Credit = 200**
 - **Offset account = TR**
7. Click the **Payment** tab and verify that the check number is generated in the **Check number** field.
8. Enter the due date for voucher payment in the **Due date** field.
9. Click **Post** > **Post** and close the journal.
10. Click **Exchange notes** > **Reports** > **Portfolio list**.

11. Click **Select** and select the **TR** portfolio bank account in the **Criteria** field.
12. Click **OK**.
13. Click **OK** again.
14. Verify that the record for the customer check created in steps 3-8 is displayed on the report.
15. Close the report.

Printing Portfolio list (KC/KS)

1. Click **Exchange notes** > **Exchange note journal**.
2. Press **CTRL+N** to create a new journal.
3. Select **DIS** in the **Name** field and click **Lines**.

4. Press **CTRL+N** to create a new line.
5. Verify that a new voucher is created and that **Disbursement to vendor** is displayed in the **Transaction text type** field.
6. Enter the following information:
 - **Account = 3000**
 - **Offset account = TR**
7. Click the **Payment** tab.
8. In the **Check number** field, select the customer check that was generated previously.
9. Click **Post** > **Post** and close the form.
10. Click **Exchange notes** > **Reports** > **Portfolio list (KC/KS)**.

11. Click **Select** and select the **TR** portfolio bank account in the **Criteria** field.
12. Click **OK**.
13. Click **OK** again.
14. Verify that the record for the company check created is displayed on the report.
15. Close the report.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Create voucher types (form)

Exchange notes > Setup > Create voucher types

Exchange note journal (form)

Exchange notes > Exchange note journal

Exchange note journal lines (form)

Exchange notes > Exchange note journal > Lines

Portfolio list (report)

Exchange notes > Reports > Portfolio list

Portfolio list (KC/KS) (report)

Exchange notes > Reports > Portfolio list (KC/KS)

Portfolio list as of date (report)

Exchange notes > Reports > Portfolio list as of date

Description

Set up voucher types, transaction text types, and validation for them.

Create journals to store and post exchange note transactions.

Create and post separate transactions for various check and promissory note status changes.

Print a report with information about customer checks in the portfolio.

Print a report with information about the company checks in the portfolio.

Print a report with information about checks as of given date.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Journal names (form)

General ledger > Setup > Journals > Journal names

Journal names (form)

General ledger > Setup > Journals > Journal names

Overview tab

Journal type field

Select **Exchange notes journal** to create journals of this type.

Overview tab

Transaction text type field

Set up the default transaction text type for journals with the journal name.

Opening transactions for checks and promissory notes

The first time that you use the application, all exchange note portfolios should be moved from your previous system. You can click **General ledger > Periodic > Fiscal year close > Opening transaction for checks** to use the **Create auto journal transaction for exchange notes** form to move exchange note portfolios automatically.

When you move the exchange note portfolios, the following changes take place:

- Customer risks are cleared in the customer table (**Accounts receivable > Customers**).
- Only valid checks and promissory notes are left in the portfolios.
- Two different journals are created for customer and company exchange notes.
- The transactions are created in the journals when exchange notes are received or disbursed.
- Customer risk is updated after the journals are posted.
- A new journal is created to correct the balances by reversing them.

Note: The portfolios can be moved only once. If you try to move portfolios when the system is operating, they will be cleared.

For more information, refer to the following topics:

- [Preliminary setup](#)
- [Import exchange notes](#)

- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Preliminary setup

1. Click **General ledger > Setup > Journals > Journal names.**

Name	Description	Journal type	Voucher ...	Sales...	Accou...	Offset account	A	Approve
Cust_D	Draw bills of exchange	Customer draw bill of excha...	Ledger_9		Ledger		<input type="checkbox"/>	
Cust_P	Customer Payment	Customer payment	Ledger_1		Ledger		<input type="checkbox"/>	
Cust_Pr	Protest Bill of exchange	Customer protest bill of exc...	Ledger_10		Ledger		<input type="checkbox"/>	
Cust_R	Customer Remittance	Customer bank remittance	Ledger_2		Ledger		<input type="checkbox"/>	
Cust_Re	Redrawn of bill of exchan...	Customer redraw bill of exc...	Ledger_11		Ledger		<input type="checkbox"/>	
Cust_Se	Customer settle bill of exch...	Customer settle bill of exch...	Ledger_14		Ledger		<input type="checkbox"/>	
Day1	Daily Journal 1	Daily	Ledger_3		Ledger		<input type="checkbox"/>	
Day2	Petty cash journal	Daily	Ledger_3		Ledger		<input type="checkbox"/>	
EXC		Exchange notes	Virt_117		Bank	TR	<input type="checkbox"/>	
FA_WDD...	FA write-down adjustment	Post fixed assets	FA_WDD...		Ledger		<input type="checkbox"/>	
FA_WUP	FA write-up adjustment	Post fixed assets	FA_WUP		Ledger		<input type="checkbox"/>	
FAA	FA acquisition journal	Post fixed assets	FAA		Ledger		<input type="checkbox"/>	
FAA_ADJ	FA acq. adjustment journal	Post fixed assets	FAA_ACQ		Ledger		<input type="checkbox"/>	
FAB	FA budget journal	Fixed asset budget	FAB		Ledger		<input type="checkbox"/>	
FAD	FA depreciation journal	Post fixed assets	FAD		Ledger		<input type="checkbox"/>	
FAD_ADJ	FA depr. adjustment journal	Post fixed assets	FAD_ADJ		Ledger		<input type="checkbox"/>	
FAD_EXT	FA extraordinary deprecia...	Post fixed assets	FAD_EXT		Ledger		<input type="checkbox"/>	
FAD_TAX	FA tax depreciation journal	Post fixed assets	FAD_TAX		Ledger		<input type="checkbox"/>	
FADISP_S...	FA disposal sale journal	Post fixed assets	FADISP_S...		Ledger		<input type="checkbox"/>	
FADISP_S...	FA disposal scrap journal	Post fixed assets	FADISP_S...		Ledger		<input type="checkbox"/>	
FAREVAL	FA revaluation journal	Post fixed assets	FAREVAL		Ledger		<input type="checkbox"/>	
FATRAN	FA transfer journal	Post fixed assets	FATRAN		Ledger		<input type="checkbox"/>	
Inv_A	Invoice approval	Approval	Ledger_4		Ledger		<input type="checkbox"/>	
Inv_R	Invoice register	Invoice register	Ledger_5		Ledger		<input type="checkbox"/>	
Per	Periodic Journal	Periodic	Ledger_6		Ledger		<input type="checkbox"/>	
ProjExpens	Project Expense	Project - Cost	ProjExpJo		Ledger		<input type="checkbox"/>	

2. Press **CTRL+N** to create a new record and enter the following information:
 - **Name = DIS**
 - **Description = Disbursement**
 - **Journal type = Exchange notes**
 - **Voucher series = Virt_117**
3. Click the **General** tab and enter the following information:
 - **Account type = Bank**
 - **Transaction text = Disbursement to vendor**
4. Close the form.

Import exchange notes

1. Click **Exchange note > Exchange note journal.**
2. Press **CTRL+N** to create a new journal.
3. Select **EXC** in the **Name** field and click **Lines.**
4. Press **CTRL+N** to create a new line.
5. Verify that a new voucher is created and that **Receipt from customer** is displayed in the **Transaction text type** field.

6. Enter the following information:
 - **Account = 4000**
 - **Credit = 200**
 - **Offset account = TR**
7. Click the **Payment** tab and verify that the check number is generated in the **Check number** field.
8. Type the due date for payment in the **Due date** field.
9. Click **Post > Post**.
10. Click the **Dimension** tab and verify that the **Cost center** field is filled in.
11. Click the **Overview** tab and press **CTRL+N** to create a new journal.
12. Select **DIS** in the **Name** field and click **Lines**.
13. Press **CTRL+N** to create a new line.
14. Select **Disbursement to vendor** in the **Transaction text type** field and enter the following information:
 - **Account = 3000**
 - **Offset account = TR**
15. Click the **Payment** tab.
16. In the **Check number** field, select the customer check that was generated previously.
17. Click **Post > Post** and close the form.
18. Click **General ledger > Periodic > Fiscal year close > Opening transactions for checks**.

The screenshot shows a Windows-style dialog box titled "Create auto journal transaction for exchange notes". It has two tabs: "General" and "Batch". The "General" tab is active. Inside the dialog, there are several fields with dropdown arrows: "Journal for customer checks:", "Journal for company checks:", and "Journal ledger:". Below these is a "Transaction date:" field with a calendar icon. Then there is a "Transaction text:" text input field. Below that is an "Assign dimension:" checkbox, which is currently unchecked. At the bottom of the main content area is the text "Run during first application installation.". At the very bottom of the dialog are "OK" and "Cancel" buttons.

19. Enter the following information:
 - **Journal for customer checks = EXC**

- **Journal for company checks = DIS**
- **Journal ledger = Day1**
- **Transaction date** = the due date from step 8
- **Assign dimensions** – Select the check box.

20. Click **OK**.
21. Click **Accounts receivable > Customers** and select the customer account **4000**.
22. Click the **General** tab and verify that the entry in the **Risk amount** field is **0**.
23. Close the form.
24. Click **General ledger > Journals > Journal entry**.
25. Select the **Day 1** journal and click **Lines**.
26. Verify that there are checks that you have previously created and posted.
27. Close the form.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator	Description
Exchange note journal (form) Exchange notes > Exchange note journal	Create journals to store and post exchange note transactions.
Exchange note journal lines (form) Exchange notes > Exchange note journal > Lines	Create and post separate transactions for various check and promissory note status changes.
Opening transactions for checks (form) General ledger > Periodic > Fiscal year close > Opening transactions for checks	Set up automatic movement of the exchange note portfolios.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Journal names (form) General ledger > Setup > Journals > Journal names	Overview tab Journal type field Select Exchange notes journal to create journals of this type.
Journal names (form) General ledger > Setup > Journals > Journal names	Overview tab Transaction text type field Set up the default transaction text type for journals with the journal name.
Customers (form) Accounts receivable > Customers	General tab Risk amount field Enter the risk amount for the customer and inquire about the risk after it is updated.

Multiple check receipt

You can create multiple checks in one journal and a single line for unlimited number of checks.

Note: This option is available only for the **Receipt from customer** transaction text type, since only this type creates new records in the bank check table (**Bank > Checks**).

All records in the new **Multiple check receipt** form will be saved until you post the journal, so you can make changes or delete lines. However, you cannot change the customer account and the currency code.

For more information, refer to the following topics:

- [Create multiple checks](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Create multiple checks

1. Click **Exchange notes > Exchange note journal**.
2. Press **CTRL+N** to create a new journal.
3. Select **EXC** in the **Name** field and click **Lines**.
4. Press **CTRL+N** to create a new line.
5. Verify that a new voucher displays **Receipt from customer** in the **Transaction text type** field.
6. Enter the following information:
 - **Account = 4000**
 - **Offset account = TR**
7. Click the **Multiple check receipt** button.

Check n...	Printed c...	Due date	Amount
*			0.00

8. Create as many checks as you need by entering the following information:
 - **Check number** – A unique number for a check
 - **Printed check No.** - A unique number to track the check
 - **Due date** – The date when the customer must be pay off the check
 - **Amount** – An amount the check is issued for

Note: To create new checks for another customer, click the **Create journal lines** button.

9. Close the form.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator	Description
Exchange note journal (form) Exchange notes > Exchange note journal	Create journals to store and post exchange note transactions.
Exchange note journal lines (form) Exchange notes > Exchange note journal > Lines	Create and post separate transactions for various check and promissory note status changes.
Multiple check receipt (form) Exchange notes > Exchange note journal > Lines > Multiple check receipt	Create multiple checks for a single journal line.

General ledger account lock

You can lock a general ledger account in order to prevent transactions from being created before the selected date. You can lock an account in two ways:

- Enter dates in the **Date locked before** and **Locked by** fields on the **Setup** tab in the **Chart of accounts** form (**General ledger** > **Chart of accounts**).
Note: Your user account is automatically displayed in the **Locked by** field.
- Print the **Cash journal ledger** report. This report is a legal report, and after it is printed no new transactions can be created with the printing date. To lock the account, select the **Lock account** check box in the **Cash journal ledger** form (**General ledger** > **Reports** > **Journals** > **Cash accounting** > **Cash journal ledger**). The account will be locked with date specified in the **Transaction date** field.

For more information, refer to the following topics:

- [Lock general ledger account \(Method 1\)](#)
- [Lock general ledger account \(Method 2\)](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Lock general ledger account (Method 1)

1. Click **General ledger** > **Chart of accounts**.
2. Select the account **110180 – Petty cash** and click the **Setup** tab.

The screenshot shows a software window titled "(ir2) Chart of accounts - Ledger account: 120210, Bonds". It has several tabs: Overview, General, Setup, Financial statement, Dimension, FASB type, Exchange adjustment accounts, and Inflation accounting. The 'Setup' tab is active. On the right side, there is a vertical list of buttons: Transactions, Balance, Period balances, Setup, Inquiry, Account statement, Ledger budget, Validation list, Cost category, and Send electronically. The main area contains several sections: 'Sales tax' with fields for Sales tax group, Item sales tax group, Sales tax direction, and Exempt; 'Currency' with fields for Currency and Validate currency code; 'User' with fields for User ID and Validate user; 'Posting' with fields for Posting type and Validate posting; and 'Locking' which is highlighted with a red box. The 'Locking' section contains 'Locked by' and 'Date locked before' fields.

3. Under **Locking**, specify a date in the **Date locked before** field to prevent posting transactions earlier than this date.
4. Verify that your user account is displayed in the **Locked by** field.
5. Close the form.
6. Click **General ledger > Journals > Journal entry**.
7. Press **CTRL+N** to create a new journal.
8. Select **Day1** in the **Name** field and click **Lines**.
9. Press **CTRL+N** to create a new line.
10. Try to create transaction for the account **110180 – Petty cash** and verify that the account is locked for transactions dated before the date from step 3.
11. Close the form.

Locking general ledger account (Method 2)

1. Click **General ledger > Setup > Journals > Journal names**.

[dat] Journal names

Overview | General | Dimension

Name	Description	Journal type	Voucher ...	Sales...	Accou...	Offset account	A. Approve
Cust_D	Draw bills of exchange	Customer draw bill of excha...	Ledger_9		Ledger		<input type="checkbox"/>
Cust_P	Customer Payment	Customer payment	Ledger_1		Ledger		<input type="checkbox"/>
Cust_Pr	Protest Bill of exchange	Customer protest bill of exc...	Ledger_10		Ledger		<input type="checkbox"/>
Cust_R	Customer Remittance	Customer bank remittance	Ledger_2		Ledger		<input type="checkbox"/>
Cust_Re	Redrawn of bill of exchan...	Customer redraw bill of exc...	Ledger_11		Ledger		<input type="checkbox"/>
Cust_Se	Cust_Se	Customer settle bill of exch...	Ledger_14		Ledger		<input type="checkbox"/>
Day1	Daily Journal 1	Daily	Ledger_3		Ledger		<input type="checkbox"/>
Day2	Petty cash journal	Daily	Ledger_3		Ledger		<input type="checkbox"/>
EXC		Exchange notes	Virt_117		Bank	TR	<input type="checkbox"/>
FA_WDO...	FA write-down adjustment	Post fixed assets	FA_WDO...		Ledger		<input type="checkbox"/>
FA_WUP	FA write-up adjustment	Post fixed assets	FA_WUP		Ledger		<input type="checkbox"/>
FAA	FA acquisition journal	Post fixed assets	FAA		Ledger		<input type="checkbox"/>
FAA_ADJ	FA acq. adjustment journal	Post fixed assets	FAA_ACQ		Ledger		<input type="checkbox"/>
FAB	FA budget journal	Fixed asset budget	FAB		Ledger		<input type="checkbox"/>
FAD	FA depreciation journal	Post fixed assets	FAD		Ledger		<input type="checkbox"/>
FAD_ADJ	FA depr. adjustment journal	Post fixed assets	FAD_ADJ		Ledger		<input type="checkbox"/>
FAD_EXT	FA extraordinary deprecia...	Post fixed assets	FAD_EXT		Ledger		<input type="checkbox"/>
FAD_TAX	FA tax depreciation journal	Post fixed assets	FAD_TAX		Ledger		<input type="checkbox"/>
FADISP_S...	FA disposal sale journal	Post fixed assets	FADISP_S...		Ledger		<input type="checkbox"/>
FADISP_S...	FA disposal scrap journal	Post fixed assets	FADISP_S...		Ledger		<input type="checkbox"/>
FAREVAL	FA revaluation journal	Post fixed assets	FAREVAL		Ledger		<input type="checkbox"/>
FATRAN	FA transfer journal	Post fixed assets	FATRAN		Ledger		<input type="checkbox"/>
Inv_A	Invoice approval	Approval	Ledger_4		Ledger		<input type="checkbox"/>
Inv_R	Invoice register	Invoice register	Ledger_5		Ledger		<input type="checkbox"/>
Per	Periodic Journal	Periodic	Ledger_6		Ledger		<input type="checkbox"/>
ProjExpens	Project Expense	Project - Cost	ProjExp/o		Ledger		<input type="checkbox"/>

Journal control

Create posting journal

Dimension set rules

- Press **CTRL+N** to create a new record.
- Enter the following information:
 - Name = Cash**
 - Description = Cash book**
 - Journal type = Cash**
 - Voucher series = Virt_117**
- Click the **General** tab and under **Offset account proposal** field group, enter the following information;
 - Account type = Ledger**
 - Offset account = 110180 – Petty cash**
 - Fixed offset account** – Select the check box.
- Select **Cash receipt** in the **Transaction text** field.
- Close the form.
- Click **General ledger > Journals > Cash journal entry**.
- Press **CTRL+N** to create a new journal.
- Select **Cash** in the **Name** field and click **Lines**.
- Press **CTRL+N** to create a new line and enter the following information:
 - Account = 110160**
 - Credit = 200**
- Click **Post > Post** and close the form.
- Click **General ledger > Reports > Journals > Cash accounting > Cash journal ledger**.

13. Click **OK** to open the **Cash journal ledger** form.

14. Select **110180** in the **Account** field.
15. Enter transaction dates under the **From** and **To** field groups.
16. Select the **Lock account** check box.
17. Click **OK**.
18. Click **General ledger > Chart of accounts**.
19. Select the ledger account **110180 – Petty cash** and click the **Setup** tab.
20. Verify that your user account is displayed in the **Locked by** field.

21. Verify that **Date locked before** is the same as the transaction date that you entered under the **To** field group in step 15.
22. Close the form.
23. Click **General ledger > Journals > Journal entry**.
24. Press **CTRL+N** to create a new journal.
25. Select **Day1** in the **Name** field and click **Lines**.
26. Press **CTRL+N** to create a new line.
27. Try to create transaction for the account **110180 – Petty cash** and verify that the account is locked for transactions dated before the transaction date that you entered step 15.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator	Description
Cash journal entry (form) General ledger > Journals > Cash journal entry	Create and post transactions in cash.
Cash journal ledger (report) General ledger > Reports > Journals > Cash accounting > Cash journal ledger	Print a report that shows information about cash transactions for the selected account and period.

Forms that are modified for this feature

Refer to the following information about additional forms that you will use with this feature.

Journal names (form) General ledger > Setup > Journals > Journal names	Overview tab Journal type field Select Exchange notes journal to create journals of this type.
Chart of accounts (form) General ledger > Chart of accounts	Setup tab Date locked before field Enter the date before which transactions cannot be created for the selected account.
Chart of accounts (form) General ledger > Chart of accounts	Setup tab Locked by field The account of the user who locked the ledger account.

Report: Balance list with sum accounts

You can print the **Balanced list report sum** report, which shows balances that are calculated for the main accounts in the Chart of accounts when you create transactions.

You can click **General ledger > Reports > Transactions > TR reports** to print the report. The report is similar to the standard **Balance list report (General ledger > Reports > Transactions > Periodic > Balance list)**, but it shows balances for ledger accounts and also the account (totals) for these accounts.

You also can specify a dimension to calculate and print the balance for, and include inflation journals on the report.

Note: The report footer layout contains a total for all main accounts.

For more information, refer to the following topics:

- [Preliminary setup – set up the Chart of accounts](#)
- [Preliminary setup – create transactions](#)
- [Print the Balance list with sum account report](#)
- [Forms for this feature](#)

Preliminary setup – set up the Chart of accounts

1. Click **General ledger** > **Chart of accounts**.
2. Press CTRL+N to create a new account and enter the following information:
 - **Ledger account** = **1**
 - **Account type** = **Total**
3. Repeat step 2 and create a ledger account **2** with the **Balance** account type.
4. Repeat step 2 again and create a ledger account **3** with the **Profit and loss** account type.
5. Select the account **1** and click **Setup** > **Totals**.

6. Set the account interval either by selecting ledger accounts for the range in the **From** and **To** fields or by typing the interval.
7. Close the form.

Preliminary setup – create transactions

1. Click **General ledger** > **Journal** > **Journal entry**.
2. Press CTRL+N to create a new journal.
3. Select **Day1** in the **Name** field and click **Lines**.
4. Press CTRL+N to create a new line and enter the following information:

- **Account** - Select an account that belongs to the account interval.
 - **Debit = 100**
 - **Offset account = 110180 – Petty cash**
 - **Transaction text type = Ledger – Exchange adjustment**
5. Press **CTRL+N** to create a new line and enter the following information:
 - **Account** - Select an account that belongs to the account interval.
 - **Credit = 200**
 - **Offset account = 110180 – Petty cash**
 - **Transaction text type = Ledger – Exchange adjustment**
 6. Click **Post > Post**.
 7. Close all forms.
 8. Click **General ledger > Chart of accounts**.
 9. Select the ledger account **11080 – Petty cash**.
 10. Click **Transactions** and verify that transactions have been created correctly.

Print the Balance list with sum accounts report

1. Click **General ledger > Reports > Transactions > TR reports > Balance list with sum accounts**.

The screenshot shows the 'Balance list with sum account' dialog box. The 'General' tab is selected. The 'From' and 'To' date fields are empty. The 'Transactions' dropdown is set to 'Current'. The 'Printout' section has 'Without transactions' and 'Print in TL' checkboxes. The 'Dimension' section has 'Department', 'Cost center', and 'Purpose' dropdowns. The 'Inflation accounting' section has 'Include inflation journals' checked. The 'Ledger chart of accounts' section has 'Ledger account' and 'Account type' fields. There are 'Select', 'Default', and 'Options' buttons on the right. At the bottom are 'OK' and 'Cancel' buttons.

2. Enter dates in the **From date** and **To date** fields that will include the transaction date.
3. Click **OK**.
4. Verify that the report contains both balances on the ledger accounts and sum accounts (totals) for the accounts.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator	Description
Journal entry (form) General ledger > Journals > Journal entry	Create and post transactions.
Balance list with sum accounts (report) General ledger > Reports > Transactions > TR reports > Balance list with sum accounts	Print balances for ledger accounts including sum accounts (totals).

Voucher type of journal entries

Journal entries are distinguished by the account type that indicates the module that they are used in, such as General ledger, Accounts payable, Accounts receivable, and Bank. You can specify the type of journal, such as Daily, Periodic, or Fixed assets.

You now can group vouchers by origin. By specifying voucher types for commercial transactions, you can classify, search, and report on transactions that belong only to the General ledger module.

You can sort entries in your journals by the new **Voucher type** field. A new **Create voucher types** form also has been added under **Basic > Setup > Create voucher types** to maintain voucher types.

Note: All posted vouchers must have a related voucher type.

Voucher types can be:

- Accrual
- Disbursement
- Receipt

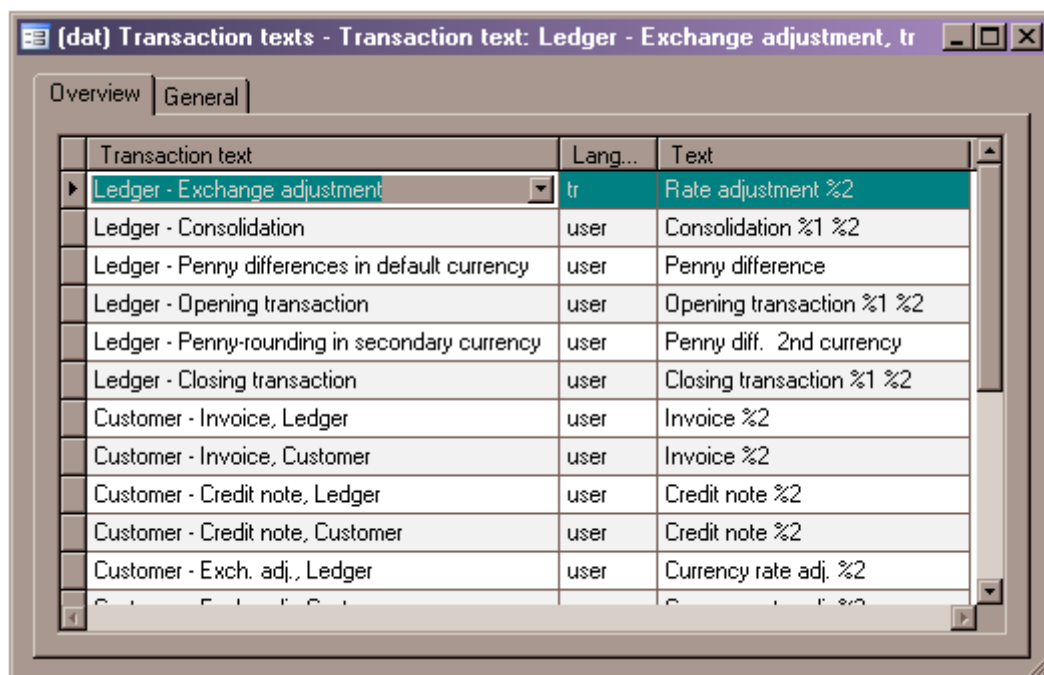
You also can set up validation for posting transactions, since transaction text types must be entered manually for each voucher in all journal entry forms.

For more information, refer to the following topics:

- [Preliminary setup - set up voucher types](#)
- [Validate and post transactions](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Preliminary setup - set up voucher type

1. Click **Basic > Setup > Transaction text**.



2. Press **CTRL+N** to create a new line and enter the following information:
 - **Transaction text = Vendor – Cash payment**
 - **Language = tr**
 - **Text = New transaction text**
3. Close the form.
4. Click **Basic > Setup > Create voucher types**.
5. Press **CTRL+N** to create a new line and enter the following information:
 - **Voucher type = Disbursement**
 - **Journal type = Daily**
 - **Language = tr**
 - **Transaction text = Vendor – Cash payment**
6. Close the form.

Validate and post transactions

1. Click **General ledger > Journals > Journal entry**.
2. Press **CTRL+N** to create a new journal.
3. Select **Day1** in the **Name** field and click **Lines**.
4. Press **CTRL+N** to create a new line and enter the following information:
 - **Account = 140250**
 - **Debit = 100**
 - **Offset account = 110180 – Petty cash**
5. Click **Post > Post**.

6. The message is displayed indicating that the **Transaction text type** field must be filled in, so select **Vendor – Cash payment** in the **Transaction text type** field.
7. Click **Post** > **Post** and close the form.
8. Click **General ledger** > **Chart of accounts**.
9. Select **140250** in the **Ledger account** field.
10. Click **Transactions** and verify that the transaction has been created.
11. Click the **General** tab and verify that **Vendor – Cash payment** is displayed in the **Transaction text type** field.

Note: Voucher types are used in many forms and the procedure above is only one of the examples. Click [Forms that are modified for this feature](#) to view the complete list of forms.

Form for this feature

Refer to the following information about the form that you will use with this feature.

Form name and locator	Description
Create voucher types (form) Basic > Setup > Create voucher types	Assign a voucher type to all transaction text types created in the Transaction text form.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Chart of accounts (form)

General ledger > Chart of accounts > Transactions

Transaction on balance (form)

General ledger > Chart of account > Balance > Transaction on balance

Journal entry lines (form)

General ledger > Journals > Journal entry > Lines

Cash journal entry lines (form)

General ledger > Journals > Cash journal entry > Lines

Fixed assets lines(form)

General ledger > Journals > Fixed assets > Lines

Fixed asset budget lines(form)

General ledger > Journals > Fixed asset budget > Lines

Inflation accounting correction journal lines (form)

General ledger > Journals > Inflation accounting correction journal > Lines

Periodic journal lines (form)

General ledger > Periodic > Periodic journal > Lines

Update fields of inflation on posted vouchers (inquiry)

General ledger > Periodic > Inflation accounting > Update fields of inflation on posted vouchers

Exchange notes journal lines (form)

Exchange notes > Exchange note journal > Lines

Payment journal lines (form)

Accounts receivable > Journals > Payment journal > Lines

Draw bill of exchange journal lines (form)

Accounts receivable > Journals > Bill of exchange > Draw bill of exchange journal > Lines

Invoice pool excl. posting (form)

Accounts payable > Journals > Invoices > Invoice

General tab**Transaction text type** field

The transaction text type that the voucher type is assigned to.

General tab**Transaction text type** field

The transaction text type that the voucher type is assigned to.

Overview tab**Transaction text type** field

Specify the transaction text type that the voucher type is assigned to.

Overview tab**Transaction text type** field

Specify the transaction text type that the voucher type is assigned to.

Overview tab**Transaction text type** field

Specify the transaction text type that the voucher type is assigned to.

Overview tab**Transaction text type** field

Specify the transaction text type that the voucher type is assigned to.

Overview tab**Transaction text type** field

Specify the transaction text type that the voucher type is assigned to.

Overview tab**Transaction text type** field

Specify the transaction text type that the voucher type is assigned to.

Range tab**Transaction text type** field

Specify the transaction text type that the voucher type is assigned to.

Overview tab**Transaction text type** field

Specify the transaction text type that the voucher type is assigned to.

Overview tab**Transaction text type** field

Specify the transaction text type that the voucher type is assigned to.

Overview tab**Transaction text type** field

Specify the transaction text type that the voucher type is assigned to.

Overview tab**Transaction text type** field

pool excl. posting

Draw promissory note journal lines (form)

Accounts payable > Journals > Promissory notes > Draw promissory note journal > Lines

Invoice register (form)

Accounts payable > Journals > Invoices > Invoice register

Invoice approval journal lines (form)

Accounts payable > Journals > Invoices > Invoice approval journal > Lines

Invoice journal lines (form)

Accounts payable > Journals > Invoices > Invoice journal > Lines

Specify the transaction text type that the voucher type is assigned to.

Overview tab

Transaction text type field

Specify the transaction text type that the voucher type is assigned to.

Transaction text type field

Specify the transaction text type that the voucher type is assigned to.

Overview tab

Transaction text type field

Specify the transaction text type that the voucher type is assigned to.

Overview tab

Transaction text type field

Specify the transaction text type that the voucher type is assigned to.

Journal ledger item numbering

You now can number ledger transactions consecutively. You can set up journal ledger item numbering on the **Options for statutory books and journal entry** tab in the **General ledger** parameters form (**General ledger > Setup > Parameters**). The **Starting journal item No.** field indicates the beginning number for the fiscal year.

The **Last item No. assigned** and **Statutory journal printout** fields on the new **Status for Bookkeeping** tab in the **Periods** form (**General ledger > Periods > Periods**) indicate whether the **Journal ledger - regular** report (**General ledger > Reports > Transactions > TR reports**) has been printed and also display the last ledger journal item number for the current period.

Before you set up journal ledger item numbering, be sure that the current and previous accounting periods are closed. If you haven't set up journal ledger item number, a message will be displayed to indicate that the numbering process is not allowed.

To generate ledger journal item numbers, click **Journal item numbering** in the in the **Periods** form. The date range for the current period is displayed and cannot be changed.

Note: You can generate numbers only until you have printed the **Journal ledger regular report**.

For more information, refer to the following topics:

- [Preliminary setup - set up periods](#)
- [Preliminary setup - set up journal ledger item numbering](#)
- [Generate journal ledger item numbers](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Preliminary setup – set up periods

1. Click **General ledger > Setup > Periods > Periods**.
2. Click **Create new fiscal year**. Do not change the beginning and ending dates for the fiscal year that are suggested by the system.
3. Type 1 in the **Desired length of period** field to set up fiscal period of 1 month.
4. Select **Months** in the **Unit** field.
5. Click **OK** and close the form.

Preliminary setup - set up journal ledger item numbering

1. Click **General ledger** > **Setup** > **Parameters**.
2. Click the **Options for statutory books and journal entry** tab.

The screenshot shows a software window titled "[ir2] General ledger parameters". It has several tabs: "Ledger", "Fiscal year close", "Budget", "Sales tax", "Fixed assets", "Inventory dimensions", "Options for statutory books and journal entry" (which is selected), and "Exchange adjustment account". The "Options for statutory books and journal entry" tab contains the following settings:

- Accounting journal entry form**
 - Save to archive:** ☒
- General ledger**
 - Print page number on general ledger?** ☐
- Journal ledger item No.**
 - Starting journal item No.**

3. Type **1** in the **Starting journal item No.** field.
4. Close the form.
5. Click **General ledger** > **Setup** > **Periods** > **Periods**.
6. Click the **Status for bookkeeping** tab.

Periods - Start: 1/1/2009, Opening

Overview | General | Module status | Status for bookkeeping | Fixed assets

Journal ledger

Last item No. assigned: 0

Statutory journal printout: ☐

General ledger

General ledger printed: ☐

Last page No.

Last ledger page No. 0

Create new fiscal year

Divide period

Create closing period

Delete period

Delete fiscal year

Close fiscal year

Recalculate period balances

Journal item numbering

7. Verify that the value in the **Last item No. assigned** field is **0**, and that the **Statutory journal printout** check box is cleared.
8. Close the form.

Generate journal ledger item numbers

1. Click **General ledger > Journals > Journal entry**.
2. Press **CTRL+N** to create a new journal.
3. Select **Day1** in the **Name** field and click **Lines**.
4. Create two transactions with dates within the previously set period.
5. Click **Post > Post** and close the form.
6. Click **General ledger > Setup > Periods > Periods**.
7. Select the period created and select **Closed** in the **Status** field.
8. Click **Journal item numbering**.
9. Click **OK**.
10. Close the **Periods** form.
11. Click **General ledger > Reports > Transactions > TR reports > Journal ledger – regular**.

12. Click **OK**.

13. Type a period starting date in the **Period start date** field.
14. Click **OK** and verify that the report is printed with all transactions.
15. Close the report.
16. Click **General ledger > Setup > Periods > Periods**.
17. Select the period.
18. Click the **Status for bookkeeping** tab and verify the **Last item No. assigned** field is set to **2**, and that the **Statutory journal printout** check box is now selected.
19. Close the form.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Journal entry (form)

General ledger > Journals > Journal entry

Journal ledger – regular (report)

General ledger > Reports > Transactions > TR reports
> Journal ledger – regular

Description

Create and post transactions.

Print a report that shows information about the journal entry transactions.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

General ledger parameters (form)

General ledger > Setup > Parameters

General ledger parameters (form)

General ledger > Setup > Parameters

Periods (form)

General ledger > Setup > Periods > Periods

Periods (form)

General ledger > Periods > Periods

Periods (form)

General ledger > Periods > Periods

Periods (form)

General ledger > Periods > Periods

Options for statutory books and journal entry tab

Set up parameters for the statutory books and journal entries.

Options for statutory books and journal entry tab

Starting journal item No. field

Specify the number to be used as the first number for the fiscal year.

Status for bookkeeping tab

Verify the status of statutory books.

Status for bookkeeping tab

Last item No. assigned field

The last ledger journal item number for the current period.

Status for bookkeeping tab

Statutory journal printout check box

Indicates that the **Journal ledger - regular report** is printed.

Overview tab

Journal item numbering button

Generate journal item numbers for one period.

Cash accounting module

You can use the **Cash journal entry** form (**General ledger > Journals > Cash journal entry**) for the cash booking. To create a **Cash journal entry** journal, you can copy the **Daily journal** and modify it according to the requirements.

In addition to the **Cash journal entry** journal, the following enhancements have been added:

- A new **Cash** journal type has been created for the cash journal, and all journal names for the cash journals must be of this type.
- Two new **Cash receipt** and **Cash disbursement** voucher types have been added to control the debit and credit fields. For credit transactions, the transaction text type must be **Cash receipt**, and if the **Cash disbursement** text type is selected, only debit amounts can be entered in the field.
- For other voucher types, the **Debit** and **Credit** fields are unavailable. Posted vouchers from the cash journal can have **Cash receipt** or **Cash disbursement** posting type.
- If you select a transaction with any except **Cash receipt** or **Cash disbursement**, no validation is made for **Debit** and **Credit** fields.

- When you create a new batch in the cash journal, you must enter an account in the **Offset account** field; this is mandatory field for **Cash journal entry**. The **Offset account** cannot be changed on the journal lines.

For more information, refer to the following topics:

- [Set up new voucher types](#)
- [Set up journal names](#)
- [Create Cash journal entry](#)
- [Print Cash receipt voucher](#)
- [Print Cash disbursement voucher](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Set up new voucher types

1. Click **Basic > Setup > Transaction text**.

The screenshot shows a window titled "[dat] Transaction texts - Transaction text: Ledger - Exchange adjustment, tr". It has two tabs: "Overview" and "General". The "General" tab is active, displaying a table with three columns: "Transaction text", "Lang...", and "Text".

Transaction text	Lang...	Text
Ledger - Exchange adjustment	tr	Rate adjustment %2
Ledger - Consolidation	user	Consolidation %1 %2
Ledger - Penny differences in default currency	user	Penny difference
Ledger - Opening transaction	user	Opening transaction %1 %2
Ledger - Penny-rounding in secondary currency	user	Penny diff. 2nd currency
Ledger - Closing transaction	user	Closing transaction %1 %2
Customer - Invoice, Ledger	user	Invoice %2
Customer - Invoice, Customer	user	Invoice %2
Customer - Credit note, Ledger	user	Credit note %2
Customer - Credit note, Customer	user	Credit note %2
Customer - Exch. adj., Ledger	user	Currency rate adj. %2

2. Press **CTRL+N** to create a new line and enter the following information:
 - **Transaction text** = **Cash receipt**
 - **Language** = **tr**
3. Press **CTRL+N** to create a new line and enter the following information:
 - **Transaction text** = **Cash disbursement**
 - **Language** = **tr**
4. Close the form.
5. Click **Basic > Setup > Create voucher types**.
6. Press **CTRL+N** to create a new line and enter the following information:
 - **Voucher type** = **Receipt**
 - **Journal type** = **Cash**

- **Language = tr**
- **Transaction text = Cash receipt**

7. Press **CTRL+N** to create a new line and enter the following information:

- **Voucher type = Disbursement**
- **Journal type = Cash**
- **Language = tr**
- **Transaction text = Cash disbursement**

8. Close the form.

Set up journal names

1. Click **General ledger > Setup > Journals > Journal names**.

Name	Description	Journal type	Voucher...	Sales...	Accou...	Offset account	A.	App.
Cash	Cash book	Cash	Acco_13		Ledger	170150		
Cust_D	Draw bills of exchange	Customer draw bill of excha...	Ledger_9		Ledger			
Cust_P	Customer Payment	Customer payment	Ledger_1		Ledger			
Cust_Pr	Protest Bill of exchange	Customer protest bill of exc...	Ledger_10		Ledger			
Cust_R	Customer Remittance	Customer bank remittance	Ledger_2		Ledger			
Cust_Re	Redrawn of bill of exchan...	Customer redraw bill of exc...	Ledger_11		Ledger			
Cust_Se	Cust_Se	Customer settle bill of exch...	Ledger_14		Ledger			
Day1	Daily Journal 1	Daily	Ledger_3		Ledger			
Day2	Petty cash journal	Daily	Ledger_3		Ledger			
EXC		Exchange notes	Virt_117		Bank			
FA_WDO...	FA write-down adjustment	Post fixed assets	FA_WDO...		Ledger			
FA_WUP	FA write-up adjustment	Post fixed assets	FA_WUP		Ledger			
FAA	FA acquisition journal	Post fixed assets	FAA		Ledger			
FAA_ADJ	FA acq. adjustment journal	Post fixed assets	FAA_ACQ		Ledger			
FAB	FA budget journal	Fixed asset budget	FAB		Ledger			
FAD	FA depreciation journal	Post fixed assets	FAD		Ledger			
FAD_ADJ	FA depr. adjustment journal	Post fixed assets	FAD_ADJ		Ledger			
FAD_EXT	FA extraordinary deprecia...	Post fixed assets	FAD_EXT		Ledger			
FAD_TAX	FA tax depreciation journal	Post fixed assets	FAD_TAX		Ledger			
FADISP_S...	FA disposal sale journal	Post fixed assets	FADISP_S...		Ledger			
FADISP_S...	FA disposal scrap journal	Post fixed assets	FADISP_S...		Ledger			
FAREVAL	FA revaluation journal	Post fixed assets	FAREVAL		Ledger			
FATRAN	FA transfer journal	Post fixed assets	FATRAN		Ledger			
Inv_A	Invoice approval	Approval	Ledger_4		Ledger			
Inv_R	Invoice register	Invoice register	Ledger_5		Ledger			
Per	Periodic Journal	Periodic	Ledger_6		Ledger			

2. Press **CTRL+N** to create a new line and enter the following information:

- **Name = Cash_R**
- **Description = Cash receipt journal**
- **Journal type = Cash**

3. Click the **General** tab and select **Cash receipt** in the **Transaction text** field.

4. Click the **Overview** tab.

5. Press **CTRL+N** to create a new line and enter the following information:

- **Name = Cash_D**
- **Description = Cash disbursement journal**

- **Journal type = Cash**

6. Click the **General** tab and select **Cash disbursement** in the **Transaction text** field.

7. Close the **Journal names** form.

Create Cash journal entry

1. Click **General ledger > Journals > Cash journal entry**.

2. Press **CTRL+N** to create a new journal.

3. Select **Cash_R** in the **Name** field and click **Lines**.

4. Press **CTRL+N** to create a new line and enter the following information:

- **Account = 110160**
- **Credit = 200**

5. Verify that if you leave the **Offset account** field on the **Setup** tab blank, a warning is displayed indicating that the offset account must be specified.

6. Select **110180 – Petty cash** in the **Offset account** field.

7. Click **Post > Post** and close the form.

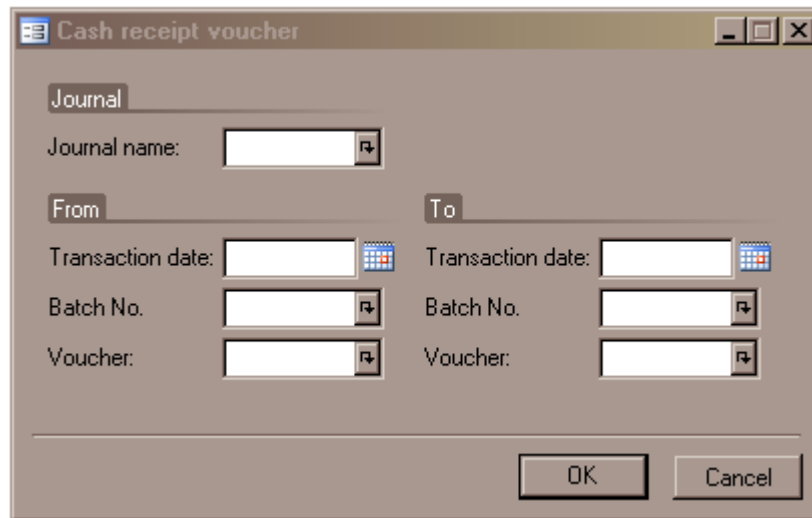
Print Cash receipt voucher

1. Click **General ledger > Reports > Journals > Cash accounting > Cash receipt voucher**.

The screenshot shows a 'Cash receipt voucher' dialog box with the following elements:

- General** and **Batch** tabs at the top.
- Ledger journal table** section with a 'Batch:' text box.
- Journal lines** section with a 'Batch:' text box.
- Current options** section with 'Printer:' (\\uamain\UA-Navision-Le) and 'Print medium:' (Screen).
- Buttons: **Select**, **Default**, **Options** on the right; **OK** and **Cancel** at the bottom.

2. Click **OK**.



Cash receipt voucher

Journal

Journal name:

From **To**

Transaction date:

Batch No.

Voucher:

Transaction date:

Batch No.

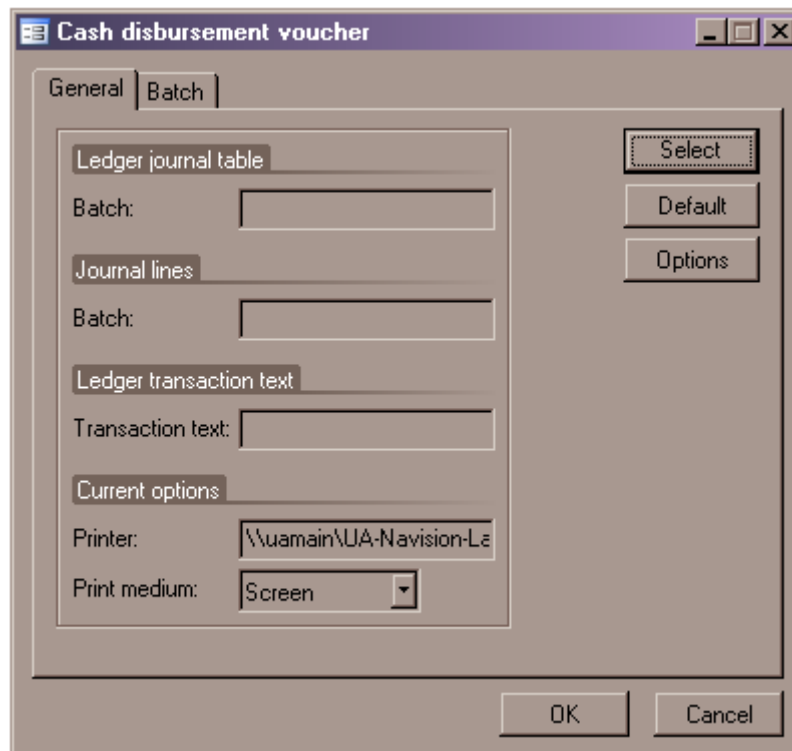
Voucher:

3. In the **Journal name** field, select the **Cash_R**.

4. Click **OK** and close the report.

Print Cash disbursement voucher

1. Click **General ledger > Reports > Journals > Cash accounting > Cash disbursement voucher**.



Cash disbursement voucher

General **Batch**

Ledger journal table

Batch:

Journal lines

Batch:

Ledger transaction text

Transaction text:

Current options

Printer:

Print medium:

2. Click **OK**.

3. In the **Journal name** field, select **Cash_D** journal.
4. Click **OK** and close the report.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Create voucher types (form)

Basic > Setup > Create voucher types

Cash journal entry (form)

General ledger > Journals > Journal entry

Cash receipt voucher (report)

General ledger > Reports > Journals > Cash accounting > Cash receipt voucher

Cash disbursement voucher (report)

General ledger > Reports > Journals > Cash accounting > Cash disbursement voucher

Description

Assign a voucher type to all transaction text types created in the **Transaction text** form.

Create and post transactions in cash.

Print a report that shows information about the cash journal entries.

Print a report that shows information about the cash journal entries.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Transaction text (form)

Basic > Setup > Transaction text

Journal names (form)

General ledger > Setup > Journals > Journal names

Overview tab

Transaction text field

Select **Cash receipt** and **Cash disbursement** to create journals for cash accounting.

Overview tab

Journal type field

Select **Cash** to create journals of this type.

Statutory book: Accounting journal entry form, regular

You can print a report that shows information about single vouchers when posting or at a later date.

You can set up the **Accounting journal entry** form on the **Options for statutory books and journal entry** tab in the General ledger parameters for (**General ledger** > **Setup** > **Parameters**).

If you select the **Save to archive** check box, the report is printed to the archive when posting; otherwise, the report is printed each time that you post the journal entry.

You can also print the report from the **Account journal entry** form (**General ledger** > **Reports** > **Transactions** > **TR reports** > **Account journal entry**). To select a range for the report, enter information in the following fields: **Batch**, **Voucher**, **Item number**, **Date**, and **Voucher type**.

Note: The report is printed only for posted transactions.

For more information, refer to the following topics:

- [Preliminary steps - Set up a report](#)
- [Preliminary steps – Create transactions](#)
- [Print the Account journal entry report](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Preliminary steps - Set up a report

1. Click **General ledger** > **Setup** > **Parameters**.
2. Click the **Options for statutory books and journal entry** tab.

The screenshot shows the 'General ledger parameters' window with the 'Options for statutory books and journal entry' tab selected. The 'Accounting journal entry form' section is highlighted with a red box around the 'Save to archive' checkbox, which is currently unchecked. Below this, the 'General ledger' section contains a 'Print page number on general ledger?' checkbox (unchecked) and a 'Journal ledger item No.' field. The 'Starting journal item No.' field contains the value '0'.

3. Select the **Save to archive** check box.

Preliminary steps – Create transactions

1. Click **General ledger > Journals > Journal entry**.
2. Press **CTRL+N** to create a new journal.
3. Select **Day1** in the **Name** field and click **Lines**.
4. Create two transactions with dates within the previously set period.
5. Click **Post > Post** and close the form.

Print the Account journal entry report

1. Click **General ledger > Reports > Transactions > TR reports > Account journal entry**.

The screenshot shows the 'Account journal entry' dialog box. It has a title bar with standard window controls. Inside, there are two tabs: 'General' and 'Batch'. The 'General' tab is selected. Under the 'Parameters' section, there are two checkboxes: 'Print in TL' and 'New page'. To the right of these is a 'Ledger transactions' section with five input fields: 'Batch', 'Item number', 'Date', 'Voucher type', and 'Voucher'. To the right of these fields are three buttons: 'Select', 'Default', and 'Options'. Below these is a 'Current options' section with a 'Printer' field (containing the text '\\uamain\UA-Navision-La') and a 'Print medium' dropdown menu (set to 'Screen'). At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

2. Click **OK**.
3. Verify that the report contains all posted transactions and that totals are calculated both for credits and debits.
4. Close the report.

Form for this feature

Refer to the following information about the form that you will use with this feature.

Form name and locator

Account journal entry (report)

General ledger > Reports > Transactions > TR reports
> Account journal entry

Description

Print a report that shows information about single vouchers.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

General ledger parameters (form)

General ledger > Setup > Parameters

General ledger parameters (form)

General ledger > Setup > Parameters

Options for statutory books and journal entry tab

Set up parameters for the statutory books and journal entries.

Options for statutory books and journal entry tab

Save to archive check box

Select this check box to print the Account journal entry report to an archive; otherwise, it is printed to the default printer.

Statutory book: General journal ledger - regular

You can print a report that shows information from a legal book from the **Journal ledger – regular** form (**General ledger > Reports > Transactions > TR reports > Journal ledger – regular**) and specify the starting date of the period to print the report for.

The report will not be printed if at least one of the following conditions exists:

- The status of the selected period is **Open**; the selected period must be **Closed**.
- None of journal ledger reports for the previous periods in the same fiscal year have been printed yet.
- Journal ledger item numbers for the selected period have not been generated.

The **Last item No. assigned** field has been added on the **Status for bookkeeping** tab of the **Periods** form (**General ledger > Setup > Periods > Periods**), which shows whether the journal ledger item numbers have been generated.

After the report is printed, the **Statutory journal printout** check box on the **Status for bookkeeping** tab of the **Periods** form becomes selected.

The total debit and credit values for the previous periods are shown at the beginning of the report. Lines that have a zero amount are not printed. The report includes a total for each voucher, a beginning total, a page total for each page, and a grand total at the end of the report.

For more information, refer to the following topics:

- [Preliminary setup – Set up periods](#)
- [Preliminary setup - Set up journal ledger item numbering](#)
- [Generate journal ledger item numbers](#)
- [Print the Journal ledger – regular report](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Preliminary setup – Set up periods

1. Click **General ledger > Setup > Periods > Periods**.
2. Click **Create new fiscal year**. Do not change the beginning and ending dates for the fiscal year that are suggested by the system.
3. Type **1** in the **Desired length of period** field to set up fiscal period of 1 month.
4. Select **Months** in the **Unit** field.
5. Click **OK** and close the form.

Preliminary setup - Set up journal ledger item numbering

1. Click **General ledger** > **Setup** > **Parameters**.
2. Click the **Options for statutory books and journal entry** tab.

The screenshot shows a software window titled "[ir2] General ledger parameters". It has a tabbed interface with the following tabs: "Ledger", "Fiscal year close", "Budget", "Sales tax", "Fixed assets", "Inventory dimensions", "Options for statutory books and journal entry" (which is the active tab), and "Exchange adjustment account". The active tab contains the following settings:

- Accounting journal entry form**
 - Save to archive:** ☒
- General ledger**
 - Print page number on general ledger?** ☐
- Journal ledger item No.**
 - Starting journal item No.**

3. Type **1** in the **Starting journal item No.** field.
4. Close the form.
5. Click **General ledger** > **Setup** > **Periods** > **Periods**.
6. Click the **Status for bookkeeping** tab.

7. Verify that the **Last item No. assigned** field value is **0** and that the **Statutory journal printout** check box is cleared.

8. Close the form.

Generate journal ledger item numbers

1. Click **General ledger > Journals > Journal entry**.
2. Press **CTRL+N** to create a new journal.
3. Select **Day1** in the **Name** field and click **Lines**.
4. Create two transactions with dates within the previously set period.
5. Click **Post > Post** and close the form.
6. Click **General ledger > Setup > Periods > Periods**.
7. Select the period created and select **Closed** in the **Status** field.
8. Click **Journal item numbering**.
9. Click **OK**.
10. Close the **Periods** form.

Print the Journal ledger – regular report

1. Click **General ledger > Reports > Transactions > TR reports > Journal ledger – regular**.

2. Click **OK**.

3. Type a period starting date in the **Period start date** field.
4. Click **OK** and verify that the report is printed with all transactions.
5. Close the report.
6. Click **General ledger > Setup > Periods > Periods**.
7. Select the period.
8. Click the **Status for bookkeeping** tab and verify that the **Last item No. assigned** field is set to **2** and that the **Statutory journal printout** check box is now selected.
9. Close the form.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator	Description
Journal entry (form) General ledger > Journals > Journal entry	Create and post transactions.
Journal ledger – regular (report) General ledger > Reports > Transactions > TR reports > Journal ledger – regular	Print a report that shows information about the journal entry transactions.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

General ledger parameters (form) General ledger > Setup > Parameters	Options for statutory books and journal entry tab Set up parameters for the statutory books and journal entries.
General ledger parameters (form) General ledger > Setup > Parameters	Options for statutory books and journal entry tab Starting journal item No. field Specify the number to be used as the first number for the fiscal year.
Periods (form) General ledger > Setup > Periods > Periods	Status for bookkeeping tab Verify the status of statutory books.
Periods (form) General ledger > Periods > Periods	Status for bookkeeping tab Last item No. assigned field The last ledger journal item number for the current period.
Periods (form) General ledger > Periods > Periods	Status for bookkeeping tab Statutory journal printout check box Indicates that the Journal ledger - regular report is printed.
Periods (form) General ledger > Periods > Periods	Overview tab Journal item numbering button Generate journal item numbers for one period.

General journal ledger - draft

You can print a draft version of the legal book to assure that a legal book is complete and correct when printed.

You can print the draft version of the **Journal ledger** report from the **Journal ledger – draft** form (**General ledger > Reports > Transactions > TR reports > Journal ledger – draft**). The report is similar to the regular report, but no information is not validated or updated when printing the report.

You can select only one period, but you can set up ranges to specify what to print within the period. To select the reporting period, enter the starting date of the period.

Note: You can print the **General ledger – draft** report for a period that is not closed but after the report is printed, the **Statutory journal printout** check box does is not selected.

For more information, refer to the following topics:

- [Print the General ledger – draft report](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Print the General ledger – draft report

1. Click General ledger > Setup > Periods > Periods.
2. Select any period with the status Open.
3. Click the Status for bookkeeping tab and verify that the value in the Last item No. assigned field is 0 and that the Statutory journal printout check box is cleared.
4. Close the form.
5. Click **General ledger > Journals > Journal entry**.
6. Press **CTRL+N** to create a new journal.
7. Select **Day1** in the **Name** field and click **Lines**.
8. Create two transactions with dates within the previously set period.
9. Click **Post > Post** and close the form.
10. Click **General ledger > Reports > Transactions > TR reports > Journal ledger – draft**.

The screenshot shows a Windows-style dialog box titled "Journal ledger draft". It has two tabs: "General" (selected) and "Batch". Under the "General" tab, there are four input fields: "Batch:", "Voucher:", "Item number:", and "Posting type:". Below these is a section titled "Current options" containing a "Printer:" field with the text "\\uamain\UA-Navision-Le" and a "Print medium:" dropdown menu currently set to "Screen". To the right of these fields are three buttons: "Select", "Default", and "Options". At the bottom of the dialog are "OK" and "Cancel" buttons.

11. Click **OK**.

12. Type a date in the **Period start date** field.
13. Click **OK**.
14. Verify that the report is printed with all transactions and starts with total debit and credit values for the previous periods. Verify that the report includes a total for each voucher and totals are calculated for both debit and credit.
15. Close the report.
16. Click **General ledger > Setup > Periods > Periods**.
17. Select the period from step 2.
18. Click the **Status for bookkeeping** tab and verify that the value in the **Last item No. assigned** field is **0** and that the **Statutory journal printout** check box is cleared since updates have been made to the fields.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator	Description
Journal entry (form) General ledger > Journals > Journal entry	Create and post transactions.
Journal ledger – draft (report) General ledger > Reports > Transactions > TR reports > Journal ledger – draft	Print a draft version of the Journal ledger – regular report to verify its completeness and correctness when printed.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

General ledger parameters (form)

General ledger > Setup > Parameters

General ledger parameters (form)

General ledger > Setup > Parameters

Periods (form)

General ledger > Setup > Periods > Periods

Periods (form)

General ledger > Periods > Periods

Periods (form)

General ledger > Periods > Periods

Periods (form)

General ledger > Periods > Periods

Options for statutory books and journal entry tab

Set up parameters for the statutory books and journal entries.

Options for statutory books and journal entry tab**Starting journal item No.** field

Specify the number to be used as the first number for the fiscal year.

Status for bookkeeping tab

Check the status of statutory books.

Status for bookkeeping tab

Last item No. assigned field

The last ledger journal item number for the current period.

Status for bookkeeping tab

Statutory journal printout check box

Indicates that the Journal ledger - regular report is printed.

Overview tab**Journal item numbering** button

Generate journal item numbers for one period.

Statutory book: General ledger, regular

You can print a report that shows information from a legal book. To number the report pages, select the **Print page number on general ledger?** check box on the **Options for statutory book and journal entry** tab of the **General ledger parameters** form (**General ledger > Setup > Parameters**).

To print the report, click **General ledger > Reports > Transactions > TR reports > General ledger**. When printing the report, you should specify a period for printing.

Note: If the **Regular** check box under **Update** is selected, the report is printed as regular; otherwise, it will be printed as draft.

Since the legal book page numbers must be consecutive in the fiscal year, the last page number for the period is entered in the **Last ledger page No.** field on the **Status for bookkeeping** tab of the **Periods** form (**General ledger > Setup > Periods**). This field is updated after the report is printed if page numbers have been selected. However, the **Last ledger page No.** field is not updated if you print the report as draft.

If you print the report as regular, the selected period must be closed, ledger journal item numbers must have been generated, and reports for the previous periods of the fiscal year must have been printed. If any of the conditions are not met, a message is displayed. If you have already printed the report as regular, a message also is displayed.

If selected, the **General ledger printed** check box on the **Status for bookkeeping** tab of the **Periods** form indicates that the report has been printed for the period. The field is updated when the report is printed as regular.

Note: The **General ledger** report can be printed with main accounts or without main accounts, depending on whether the **Empty main account** check box in the **General ledger** form (**General ledger > Reports > Transactions > TR reports > General ledger**) is selected.

For more information, refer to the following topics:

- [Preliminary setup – Set up periods](#)
- [Preliminary setup - Set up General ledger numbering](#)
- [Generate journal ledger item numbers](#)

- [Print the General ledger report](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Preliminary setup - Set up periods

1. Click **General ledger > Setup > Periods > Periods**.
2. Click **Create new fiscal year**.
3. Use the beginning and ending dates for the fiscal year that are suggested by the system.
4. Type **1** in the **Desired length of period** field to set up fiscal period of 1 month.
5. Select **Months** in the **Unit** field.
6. Click **OK**.
7. Close the form.

Preliminary setup - Set up journal ledger item numbering

1. Click **General ledger > Setup > Parameters**.
2. Click the **Options for statutory books and journal entry** tab.

The screenshot shows a software window titled "[ir2] General ledger parameters". It has several tabs: "Ledger", "Fiscal year close", "Budget", "Sales tax", "Fixed assets", "Inventory dimensions", "Options for statutory books and journal entry" (which is selected), and "Exchange adjustment account". The selected tab contains the following fields and controls:

- Accounting journal entry form**: A sub-header for the section.
- Save to archive:**: A checkbox that is checked.
- General ledger**: A sub-header for the section.
- Print page number on general ledger?**: A checkbox that is unchecked.
- Journal ledger item No.**: A sub-header for the section.
- Starting journal item No.**: A text input field containing the number "0".

3. Type **1** in the **Starting journal item No.** field.
4. Close the form.
5. Click **General ledger > Setup > Periods > Periods**.
6. Click the **Status for bookkeeping** tab.

Periods - Start: 1/1/2009, Opening

Overview | General | Module status | Status for bookkeeping | Fixed assets

Journal ledger

Last item No. assigned: 0

Statutory journal printout: ☐

General ledger

General ledger printed: ☐

Last page No. 0

Last ledger page No. 0

Create new fiscal year

Divide period

Create closing period

Delete period

Delete fiscal year

Close fiscal year

Recalculate period balances

Journal item numbering

7. Verify that the **Last item No. assigned** field value is **0**, and that the **Statutory journal printout** check box is cleared.

Generate journal ledger item numbers

1. Click **General ledger > Journals > Journal entry**.
2. Press **CTRL+N** to create a new journal.
3. Select **Day1** in the **Name** field and click **Lines**.
4. Create two transactions with dates within the previously set period.
5. Click **Post > Post** and close the form.
6. Click **General ledger > Setup > Periods > Periods**.
7. Select the period created and select **Closed** in the **Status** field.
8. Click **Journal item numbering**.
9. Click **OK**.
10. Close the **Periods** form.

Print the General ledger report

1. Click **General ledger > Reports > Transactions > TR reports > General ledger**.

- 2.Type a date in the **Period start date** field.
- 3.Select the **Regular** check box.
- 4.Click **OK**.
- 5.Verify that the report is printed and starts with total debit and credit values for the previous periods. Verify that it includes a subheader with a main account number or name and the main account beginning total, a closing total for each main account, and a page closing total.
- 6.Close the report.
- 7.Click **General ledger** > **Setup** > **Periods** > **Periods**.
- 8.Select the period.
- 9.Click the **Status for bookkeeping** tab and verify that the **General ledger printed** check box is selected and the number of last ledger page is displayed.
10. Close the form.
11. Click **General ledger** > **Reports** > **Transactions** > **TR reports** > **General ledger – date interval** to print a report that shows transactions for the selected period.

12. Set the same period as for the **General ledger** report.
13. Click **OK**.
14. Verify that the report is printed and transactions for the period are included on it.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator	Description
Journal entry (form) General ledger > Journals > Journal entry	Create and post transactions.
General ledger (report) General ledger > Reports > Transactions > TR reports > General ledger	Print a report that shows information about the legal book.
General ledger – date interval (report) General ledger > Reports > Transactions > TR reports > General ledger – date interval	Print a report that shows information about transactions for the period specified for the General ledger report.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

General ledger parameters (form) General ledger > Setup > Parameters	Options for statutory books and journal entry tab Set up parameters for the statutory books and journal entries.
General ledger parameters (form) General ledger > Setup > Parameters	Options for statutory books and journal entry tab Starting journal item No. field Specify the number to use as the first number for the fiscal year.
Periods (form) General ledger > Setup > Periods > Periods	Status for bookkeeping tab Verify the status of statutory books.
Periods (form) General ledger > Periods > Periods	Status for bookkeeping tab Last item No. assigned field The last ledger journal item number for the current period.
Periods (form) General ledger > Periods > Periods	Status for bookkeeping tab Statutory journal printout check box Indicates that the Journal ledger - regular report is printed.
Periods (form) General ledger > Periods > Periods	Overview tab Journal item numbering button Generate journal item numbers for one period.

Ledger exchange adjustment

You can calculate an adjustment using the exchange rates in the system. You can use the **Exchange adjustment** form (**General ledger > Periodic > Exchange adjustment with exchange rate**) to create adjustment transactions.

This process is similar to the standard exchange adjustment, but when the currency code is fixed, a form appears, and you can change or update the daily exchange rate for calculating adjustment.

When you create an adjustment, new ledger transactions are generated for the exchange adjustment.

For more information, refer to the following topics:

- [Preliminary setup - Set up accounts for exchange adjustment](#)
- [Preliminary setup – Create transactions](#)
- [Adjust ledger accounts after the exchange rate is changed](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Preliminary setup - Set up accounts for exchange adjustment

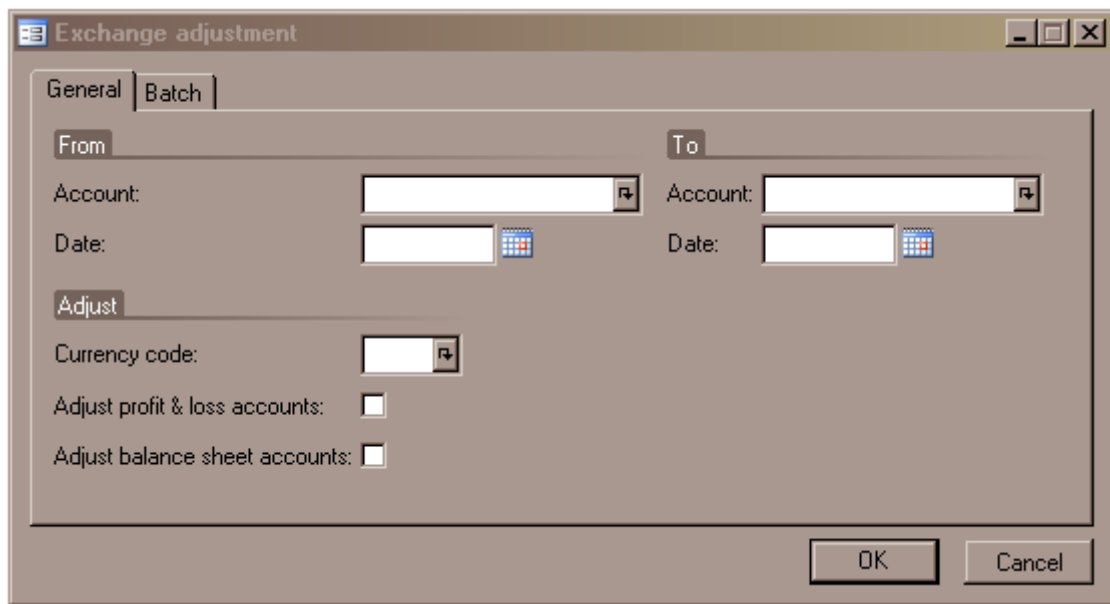
1. Click **General ledger** > **Chart of accounts**.
2. Press **CTRL+N** to create a new account and enter the following information:
 - **Ledger account** = **110001**
 - **Account name** = **For exchange adjustment – balance**
 - **Account type** = **Balance**
3. Click the **General** tab and select the **Exchange adjustment** check box.
4. Click the **Exchange adjustment** tab and set up accounts for **Realized loss, Realized profit, Unrealized loss, Unrealized profit**.
5. Click the **Overview** tab and press **CTRL+N** to create a new account.
6. Enter the following information:
 - **Ledger account** = **110002**
 - **Account name** = **For exchange adjustment – P&L**
 - **Account type** = **Profit & Loss**
7. Repeat steps 3 and 4 to include the account into exchange adjustment and do the necessary setup.
8. Close the form.

Preliminary setup - Create transactions

1. Click **General ledger** > **Journals** > **Journal entry**.
2. Press **CTRL+N** to create a new journal.
3. Select **Day1** in the **Name** field and click **Lines**.
4. Press **CTRL+N** to create a new line and enter the following information:
 - **Ledger account** = **110001**
 - **Credit** = **100**
 - **Offset account** = **11002**
 - **Transaction text type** = **Ledger – Exchange adjustment**
5. Click the **General** tab and verify the information in the **Currency** and **Exchange rate** fields.
6. Click **Post** > **Post** and close the form.

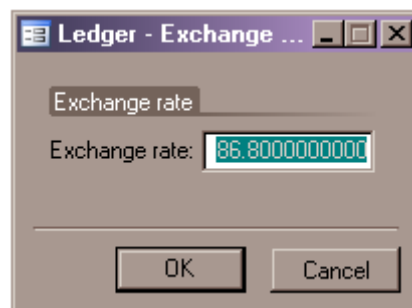
Adjust ledger accounts after the exchange rate is changed

1. Click **General ledger** > **Periodic** > **Exchange adjustment with exchange rate**.



The 'Exchange adjustment' dialog box has two tabs: 'General' and 'Batch'. The 'General' tab is active. It contains two main sections: 'From' and 'To'. Each section has an 'Account' field with a dropdown arrow and a 'Date' field with a calendar icon. Below these is an 'Adjust' section with a 'Currency code' field (dropdown arrow), and two checkboxes: 'Adjust profit & loss accounts' and 'Adjust balance sheet accounts'. At the bottom right are 'OK' and 'Cancel' buttons.

2. Select **110001** in the **Account** field under the **From** field group, and **110002** in the **Account** field under the **To** field group.
3. Select the currency of the posted transaction in the **Currency code** field.
4. Select the **Adjust profit & loss accounts** check box.
5. Click **OK**.



The 'Ledger - Exchange ...' dialog box has a title bar with a menu icon and window controls. It contains an 'Exchange rate' label and a text field with the value '86.8000000000'. At the bottom are 'OK' and 'Cancel' buttons.

6. Enter an exchange rate that is different from the exchange rate of the transaction posted.
7. Click **OK**.
8. Click **General ledger > Inquiries > Voucher transactions**.

(dat) Inquiry

Select query: Query used [Modify...]

Structure

- Table
 - Ledger transactions

Range | Sorting

Table	Field	Criteria
Ledger transactions	Voucher	
Ledger transactions	Date	

[Reset] [OK] [Cancel]

9. Select the voucher that you previously posted.
10. Click **OK**.
11. Verify that new transactions have been created for the profit and loss account **11002**.
12. Verify that the loss was posted to the account set up in the **Parameters** form.

Note: Unlike in the standard functionality, in Turkish functionality it does not matter which account that a loss is posted to.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Journal entry (form)

General ledger > Journals > Journal entry

Exchange adjustment with exchange rate (form)

General ledger > Periodic > Exchange adjustment with exchange rate

Voucher transactions (form)

General ledger > Inquiries > Voucher transactions

Description

Create and post transactions.

Update the daily exchange rate for adjustment calculation.

Inquire about voucher transactions.

Form that is modified for this feature

Refer to the following information about the additional form and fields that you will use with this feature.

Chart of accounts (form)

General ledger > Chart of accounts

Exchange adjustment accounts tab

Set up accounts that are used to post the differences in the balances after the exchange rate is changed and exchange adjustment is completed.

Mirroring on ledger transactions

In accordance to the Turkish accounting system, some ledger account balances should be moved to different accounts before you close the fiscal year and create a closing voucher. This process is known as mirroring.

You can use the **Mirror accounts** form (**General ledger > Setup > Mirroring > Mirror accounts**) to specify which accounts to mirror. You can specify the period that the balance of the defined ledger accounts in the mirror table will be moved to in the **Calculation of mirror accounts** form.

You can select between two different methods of mirroring - **Detailed** and **Summary**.

During detailed mirroring (**General ledger > Periodic > Calculation of mirror accounts - detailed**), all transactions for the account are searched within the set up period and a new line is created in each voucher when posted.

During summary mirroring (**General ledger > Periodic > Calculation of mirror accounts - summary**), all transactions for the account are searched within the specified period and a new voucher is created in the specified journal.

For more information, refer to the following topics:

- [Preliminary setup - Set up accounts for mirroring](#)
- [Preliminary setup – Create transactions](#)
- [Mirror accounts](#)
- [Forms for this feature](#)

Preliminary setup - Set up accounts for mirroring

1. Click **General ledger > Setup > Mirroring > Mirror accounts**.

Ledger account	Name	Summar...	Mirror account	Offset mirror account	Mirror account for non-c...	Offset mirror account for...
		Summary				

2. Press **CTRL+N** to create a new line.

3. Enter the following information:

- **Ledger account = 110110**
- **Mirror account = 110120**
- **Offset mirror account = 110180**

4. Select the **Summary** method of mirroring in the **Summary/Detail** field.
5. Press **CTRL+N** to create a new line.
6. Repeat steps 3 and 4, but select the **Detailed** method of mirroring.
7. Close the form.

Preliminary setup – Create transactions

1. Press **CTRL+N** to create a new journal.
2. Select **Day1** in the **Name** field and click **Lines**.
3. Create two transactions as of the current date for the accounts that you set up for mirroring.
4. Click **Post** > **Post** and close the form.

Mirror accounts

1. Click **General ledger** > **Periodic** > **Calculation of mirror accounts – summary**.

2. Type the starting and the ending date of the period for which transactions should be mirrored.
3. Select **Day1** in the **Journal** field and type **Mirroring** in the **Transaction** text field.
4. Click **OK**.
5. Click **General ledger** > **Journals** > **Journal entry**.
6. Select the **Day1** journal and click **Lines**.
7. Verify that all transactions for the account that you set up are summarized within the specified period and that a new voucher is created with **Mirroring** in the **Transaction text** field. Verify that no mirroring has been done for the second account with the **Detailed** method of mirroring.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator	Description
Mirror accounts (form) General ledger > Setup > Mirroring > Mirror accounts	Specify accounts for mirroring.
Journal entry (form) General ledger > Journals > Journal entry	Create and post transactions.
Calculation of mirror accounts - detailed (form) General ledger > Periodic > Calculation of mirror accounts - detailed	Set up a detailed method of mirroring when a new line is created in each voucher of the journal.
Calculation of mirror accounts - summary (form) General ledger > Periodic > Calculation of mirror accounts – summary	Set up a summary method of mirroring when a new voucher is created in the journal.

Set up default exchange adjustment accounts

When you post exchange adjustment transactions, they are posted to the ledger accounts defined in the **Currency** form (**General ledger > Setup > Exchange rates**). All adjustments are posted to the same ledger accounts.

However, in the Turkish accounting system, you must define default accounts for exchange adjustment, such as **Realized loss**, **Realized profit**, **Unrealized loss**, and **Unrealized profit** on the **Exchange adjustment accounts** tab of the **General ledger parameters** form (**General ledger > Setup > Parameters**).

When you create a new ledger account in the **Chart of accounts** form (**General ledger > Chart of accounts**), default accounts set up on the **Exchange adjustment accounts** tab of the **Parameters** form are used for posting exchange adjustment after the exchange rate is changed. However, you can change these settings on the **Exchange adjustment accounts** of the **Chart of accounts** form.

Accounts for adjustment calculations at the end of the period that were previously used from the currency table are used from the ledger table.

For more information, refer to the following topics:

- [Set up accounts for diversifying of exchange adjustment accounts](#)
- [Verify exchange adjustment posting](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Set up accounts to post exchange adjustment

1. Click **General ledger > Chart of accounts**.
2. Press **CTRL+N** to create a new account and enter the following information:
 - **Ledger account = 110001**
 - **Account name = For exchange adjustment – balance**
 - **Account type = Balance**
3. Click the **General** tab and select the **Exchange adjustment** check box.
4. Click the **Exchange adjustment** tab and set up default accounts for **Realized loss**, **Realized profit**, **Unrealized loss**, **Unrealized profit**.
5. Close the form.

Verify exchange adjustment posting

1. Click **General ledger > Journals > Journal entry**.
2. Press **CTRL+N** to create a new journal.
3. Select **Day1** in the **Name** field and click **Lines**.
4. Press **CTRL+N** to create a new line and enter the current date.
5. Enter the following information:
 - **Account = 110001**
 - **Credit = 100**
 - **Transaction text type = Ledger – Exchange adjustment**
 - **Offset account = 110180**
6. Click the **General** tab and verify the **Currency** and **Exchange rate** fields.
7. Click **Post > Post** and close the form.
8. Click **General ledger > Periodic > Exchange adjustment with exchange rate**.

The screenshot shows the 'Exchange adjustment' dialog box with the 'General' tab active. The 'From' section has an empty 'Account' field and an empty 'Date' field. The 'To' section also has empty 'Account' and 'Date' fields. In the 'Adjust' section, the 'Currency code' field is empty, and both checkboxes are unchecked. The 'OK' and 'Cancel' buttons are at the bottom right.

9. Select **110001** in the **Account** field under the **From** field group, and **110002** in the **Account** field under the **To** field group.
10. Select the currency from step 6 in the **Currency code** field.
11. Click **OK**.

12. Enter an exchange rate that is different from the exchange rate of the transaction posted.
13. Click **OK**.
14. Click **General ledger > Inquiries > Voucher transactions**.

Table	Field	Criteria
Ledger transactions	Voucher	
Ledger transactions	Date	

15. Select the voucher that you posted.
16. Click **OK**.
17. Verify that the loss was posted to the account set up in the **Parameters** form.

Note: Unlike in the standard functionality, in Turkish functionality it does not matter which account that a loss is posted to.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Journal entry (form)

General ledger > Journals > Journal entry

Exchange adjustment with exchange rate (form)

General ledger > Periodic > Exchange adjustment with exchange rate

Voucher transactions (form)

General ledger > Inquiries > Voucher transactions

Description

Create and post transactions.

Update the daily exchange rate for adjustment calculations.

Inquire about voucher transactions.

Form that is modified for this feature

Refer to the following information about the additional form and fields that you will use with this feature.

Chart of accounts (form)

General ledger > Chart of accounts

Exchange adjustment accounts tab

Set up accounts that will be used for diversifying exchange adjustment accounts.

Reverse posted transactions

In the standard application, you can copy posted ledger journal transactions to a new journal in the **Load ledger transactions** form. If you select the **Invert sign** check box, the negative amounts will be displayed in the journal. However, transactions created with negative debit or credit amounts are unacceptable in Turkish accounting system.

You can now copy journal entry transactions in the following four journals:

- **Ledger journal entry** (General ledger > Journals > Journal entry)
- **Payment journal** (Accounts receivable > Journals > Payments > Payment journal)
- **Payment journal** (Accounts payable > Journals > Payments > Payment journal)
- **Invoice journal** (Accounts payable > Journals > Invoices > Invoice journal)

You can click the **Reverse record** button that is added to all of the journal forms that are listed above to open the **Load ledger transactions into journal** form. If you select the **Reverse record** check box in the form, the transaction will be copied from the selected voucher as a reverse transaction.

For more information, refer to the following topics:

- [Copy and reverse posted transactions](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Copy and reverse posted transactions

1. Click **General ledger > Journals > Journal entry**.
2. Press **CTRL+N** to create a new journal.
3. Select **Day1** in the **Name** field and click **Lines**.
4. Press **CTRL+N** to create a new line.
5. Enter the current date and enter the following information:
 - **Account = 110001**

- **Credit = 200**
- **Transaction text type = Ledger – Exchange adjustment**
- **Offset account = 110180**

6. Click the **General** tab and verify the **Currency** and **Exchange rate**.

7. Click **Post > Post**.

8. Click **General ledger > Journals > Journal entry**.

9. Press **CTRL+N** to create a new journal.

10. Select **Day2** in the **Name** field and click **Lines**.

11. Click the **Reverse record** button.

12. Select **Original voucher number** in the **Voucher** field.

13. Select the **Reverse record** check box.

14. Enter the date that you entered in step 5 in the **Transaction date** field.

15. Click **OK**.

16. After you copy transactions to the journal, find the transaction for the previously created voucher in the **Journal voucher** form.

17. Verify that the transaction is similar to the transaction that you previously posted, and that it has the same entries in the **Account**, **Voucher**, **Date**, **Offset account**, and **Transaction text type** fields and that **200** is displayed in the **Debit** field.

18. Close the form.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Journal entry (form)

General ledger > Journals > Journal entry

Load ledger transactions into journal (form)

Journal entry/ Payment journal/ Invoice journal >
Lines > Reverse record

Description

Create and post transactions.

Set up parameters to copy transactions from the **Journal entry** journal to the current journal.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Journal entry lines (form)

General ledger > Journals > Journal entry > Lines

Payment journal lines (form)

Accounts receivable > Journals > Payments > Payment journal > Lines > Lines

Payment journal lines (form)

Accounts payable > Journals > Payments > Payment journal > Lines > Lines

Invoice journal lines (form)

Accounts payable > Journals > Invoices Invoice journal > Lines

Overview tab

Reverse record button

Copy or reverse posted transactions.

Overview tab

Reverse record button

Copy or reverse posted transactions.

Overview tab

Reverse record button

Copy or reverse posted transactions.

Overview tab

Reverse record button

Copy or reverse posted transactions.

New and modified reports in General ledger

You can print the following new and modified mandatory reports in General ledger:

- **Transaction list detailed by currency** (General ledger > Reports > Transactions > TR reports > Transaction list detailed by currency)
- **Non-posted journal lines with total** (General ledger > Reports > Transactions > Non-posted journal lines with total)
- **Trial balance** (modified) (General ledger > Reports > Transactions > Periodic > Trial balance)
- **Balance list – detailed** (General ledger > Reports > Periodic > Balance list – detailed)
- **Ledger transaction list** (General ledger > Reports > Transactions > Ledger transaction list)
- **Account statement** (General ledger > Reports > Transactions > Account statement)
- **Journal ledger – regular** (General ledger > Reports > Transactions > TR reports > Journal ledger – regular)
- **Balance list by currency** (General ledger > Reports > Periodic > Balance list by currency)

For more information, refer to the following topics:

- [Print the Transaction list detailed by currency report](#)
- [Print the Non-posted journal lines with total report](#)
- [Print the Trial balance report](#)
- [Print the Balance list – detailed report](#)
- [Print the Ledger transaction list report](#)
- [Print the Account statement report](#)
- [Print the Journal ledger report](#)
- [Print the Balance list by currency report](#)
- [Forms for this feature](#)

Print the Transaction list detailed by currency report

Print this report to view transactions classified by currency codes and in the given currency.

1. Click **General ledger > Journals > Journal entry**.

2. Press **CTRL+N** click the **New** icon on the toolbar to create a new journal.
3. Select **Day1** in the **Name** field and click **Lines**.
4. Create a transaction with **Daily journal** in the **Transaction text type** field, **110180** in the **Offset account** field, and **USD** in the **Currency** field.
5. Click **Post** > **Post** and close the form.
6. Press **CTRL+N** to create a new journal.
7. Select **Day1** in the **Name** field and click **Lines**.
8. Create a transaction with **Daily journal** in the **Transaction text type** field, **110180** in the **Offset account** field and **CAD** in the **Currency** field.
9. Click **Post** > **Post** and close all forms.
10. Click **General ledger** > **Reports** > **Transactions** > **TR reports** > **Transaction list detailed by currency**.

11. Click **Select** and select the **110180** ledger account in the **Criteria** field.
12. Click **OK**.
13. Click **OK** again.
14. Verify that the report contains transactions for the **110180** ledger account and grand total in both currencies at the bottom.
15. Close the report.

Print the Non-posted journal lines with total report

Print this report to view open transactions and their totals.

1. Click **General ledger** > **Journals** > **Journal entry**.
2. Press **CTRL+N** to create a new journal.
3. Select **Day1** in the **Name** field and click **Lines**.
4. Create several transactions with **Daily journal** in the **Transaction text type** field, **110180** in the **Offset account** field, and **USD** in the **Currency** field.

5. Close the form without posting the transactions.
6. Click **General ledger > Reports > Transactions > Non-posted journal lines with total**.

The screenshot shows a Windows-style dialog box titled "Non-posted journal lines with total". It has two tabs: "General" and "Batch". The "General" tab is selected. Inside the dialog, there are three main sections: "Ledger journal table", "Journal lines", and "Current options". In the "Ledger journal table" section, the "Posted:" field is set to "No". The "Journal type:" and "Description:" fields are empty. In the "Journal lines" section, the "Date:" field is empty. In the "Current options" section, the "Printer:" field shows the path "\\uamain\\UA-Navision-Le" and the "Print medium:" is set to "Screen" with a dropdown arrow. On the right side of the dialog, there are three buttons: "Select", "Default", and "Options". At the bottom right, there are "OK" and "Cancel" buttons.

7. Verify that there is **No** in the **Posted** field and click **OK**.
8. Verify that the report contains non-posted transactions and totals for them.
9. Close the report.

Print the Trial balance report

Print this report to view a trial balance for the selected period, including the closing balance.

1. Click **General ledger > Reports > Transactions > Periodic > Trial balance**.

2. Type dates in the **From date** and **To date** fields and select the **Summary** detail level.
3. Click **OK**.
4. Verify that the report displays the correct information for balances on ledger accounts and that there is a new column titled **Closing balance**.
5. Close the report.

Print the Balance list – detailed report

Print this report to view a balance list for a given period.

1. Click **General ledger > Reports > Transactions > Periodic > Balance list - detailed**.

2. Type dates in the **From date** and **To date** fields, verify that **None** is displayed in the **Criteria** field, and that the **Without transactions** check box is cleared.
3. Click **OK**.
4. Verify that the report contains information about balances for the selected period and that closing balances are printed separately for debits and credits.

5. Close the report.

Print the Ledger transaction list report

Print this report to view a list of transactions for selected ledger accounts.

1. Click **General ledger > Reports > Transactions > Ledger transaction list**.

The screenshot shows the 'Ledger transaction list' dialog box. It has a title bar with the text 'Ledger transaction list'. Below the title bar are two tabs: 'General' and 'Batch'. The 'General' tab is selected. Inside the dialog, there is a 'Printout' section with two checkboxes: 'Sales tax specification' and 'Include reversed'. To the right of these is a 'Ledger transactions' section with three input fields: 'Ledger account', 'Date', and 'Voucher'. Below these is a 'Current options' section with two fields: 'Printer' and 'Print medium'. To the right of the input fields are three buttons: 'Select', 'Default', and 'Options'. At the bottom right of the dialog are two buttons: 'OK' and 'Cancel'.

2. Click **Select** and select the **110180** ledger account in the **Criteria** field.
3. Click **OK**.
4. Click **OK** again.
5. Verify that the report is printed with a transaction list for the ledger account **110180** and that **Accumulated** column displays balances for the accounts.
6. Close the report.

Print the Account statement report

Print this report to view an account statement for one or more accounts—either in old Turkish lira or in new Turkish lira.

1. Click **General ledger > Reports > Transactions > Account statement**.

Account statement

General | **Batch**

From **To**

From date: To date:

Department: Department:

Cost center: Cost center:

Purpose: Purpose:

Transactions:

Account

New page: ☐

Reset page: ☐

Printout

Specification: Currency total: ☐

Empty periods: ☐ Opening transactions: ☐

Without transactions: ☐ Include reversed: ☐

Sales tax specification: ☐

Inflation accounting

Include inflation journals: ☒

Print in TL: ☐

Ledger chart of accounts

Ledger account:

Current options

Printer:

Print medium:

Select **Default** **Options**

OK **Cancel**

2. Type dates in the **From date** and **To date** fields, select the **Include reversed** check box to see information for the reversed transactions, as well, and verify that the **Without transactions** check box is cleared.
3. Click **OK**.
4. Verify that the report is printed for the account statement and contains all information.
5. Close the report.

Print the Journal ledger report

Print this report to view information about journal entry transactions. For information, refer to [Statutory book: General journal ledger – regular](#).

Print the Balance list by currency report

Print this report to view a list of balances for the given period.

1. Click **General ledger > Setup > Exchange rates**.

(iro) Exchange rates - Currency: CAD, Canadian Dollars

Overview | General | Currency converter | Posting | Round-off | Inflation accounting

Cu...	Name	I...	Sy...
CAD	Canadian Dollars	C...	
CNY	Chinese Yuan	C...	
DKK	Danish Krone	D...	
EUR	Euro	E...	€
GBP	British Pound	G...	£
USD	US Dollars	U...	\$

Exchange rate

Start date	Exchange rate	T...
8/1/2006	0.8583	<input type="checkbox"/>
9/1/2006	0.8627	<input type="checkbox"/>
10/1/2006	0.8610	<input type="checkbox"/>
11/1/2006	0.8680	<input type="checkbox"/>
11/8/2006	0.8529	<input type="checkbox"/>

0.8529 USD for 1 CAD

External codes
Print exchange rates
Send electronically

2. Select the currency with the **CAD** currency code.
3. Press **CTRL+N** in the lower pane of the form to create a line for the new exchange rate.
4. Type **11/1/2006** as the starting date for the exchange rate and enter an exchange rate.
5. Repeat the same for currencies with **DKK**, **EUR**, **GBP**, and **USD** currency codes.
6. Close the form.
7. Click General ledger > Journals > Journal entry.
8. Press **CTRL+N** to create a new journal.
9. Select **Day1** in the **Name** field and click **Lines**.
10. Create two transactions with **Daily journal** in the **Transaction text type** field, **110180** in the **Offset account** field and **USD** in the **Currency** field.
11. Click **Post** > **Post** and close the form.
12. Create and post the same transactions in the **CAD**, **DKK**, **EUR**, and **GBP** currencies.
13. Close all forms.
14. Click **General ledger** > **Reports** > **Transactions** > **Periodic** > **Balance list by currency**.

The screenshot shows a software window titled "Balance list by currency". It has two tabs: "General" and "Batch". The "General" tab is selected. Inside the "General" tab, there are two date fields labeled "From" and "To", each with a calendar icon. Below these is a "Zero balance" checkbox. To the right of the date fields is a section titled "Ledger chart of accounts" containing a "Ledger account" text field. Below that is a "Current options" section with a "Printer" text field and a "Print medium" dropdown menu. On the far right of the dialog are three buttons: "Select", "Default", and "Options". At the bottom right are "OK" and "Cancel" buttons. The "Currency distribution" section on the left contains five rows, each labeled "Column 1:" through "Column 5:", with a small dropdown menu next to each label.

15. Type dates in the **From date** and **To date** fields so that the period includes 11/1/2006.
16. Select **CAD, DKK, EUR, GBP, and USD** in the fields under **Currency distribution**.
17. Click **OK**.
18. Verify that the report is printed with information for balances in each currency.
19. Close the report.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator	Description
Transaction list detailed by currency (report) General ledger > Reports > Transactions > TR reports > Transaction list detailed by currency	Print a report that shows transactions classified by currency codes and in the given currency.
Non-posted journal lines with total (report) General ledger > Reports > Transactions > Non-posted journal lines with total	Print a report that shows open transactions with total.
Trial balance (report) General ledger > Reports > Transactions > Periodic > Trial balance	Print a report that shows a trial balance for the selected period, including the closing balance.
Balance list – detailed (report) General ledger > Reports > Periodic > Balance list – detailed	Print a report that shows a balance list for the given period.
Ledger transaction list (report) General ledger > Reports > Transactions > Ledger transaction list	Print a report that shows a list of transactions on selected ledger accounts.
Account statement (report) General ledger > Reports > Transactions > Account statement	Print a report that shows an account statement for one or more accounts either in old Turkish lira or in new Turkish lira.
Journal ledger – regular (report) General ledger > Reports > Transactions > TR reports > Journal ledger – regular	Print a report that shows information about journal entry transactions.
Balance list by currency (report) General ledger > Reports > Periodic > Balance list by currency	Print a report that shows a balance list according to the currency codes.

Localization in the Fixed assets

Several enhancements have been added to **Fixed assets**:

- Two new types of assets have been added to be selected in the **Type** field on the **General** tab of the **Fixed assets** form (**General ledger** > **Fixed assets**).
- New transaction types, **Fixed asset journal** and **Fixed asset budget journal**, have been added to the **Transactions text type** list in the Journal entry voucher form (**General ledger** > **Journals** > **Journal entry** > **Lines**).
- All new fields related to fixed assets in the Turkish version are displayed on the new **Setup** tab of the **Fixed assets** form (**General ledger** > **Fixed assets**).
- Revaluation percentage for the period can be entered on the **Fixed assets** tab of the **Periods** form (**General ledger** > **Setup** > **Periods** > **Periods**). If revaluation and depreciation are run for the current period, the **Revaluation is completed** and **Depreciation is calculated** check boxes are selected.
- Click the **Proposals** button in **General ledger** > **Journals** > **Fixed assets** > **Lines** to display the new menu item titled **Revaluation proposal**, which has been added for calculation revaluation according to Turkish accounting system. You must enter the revaluation rate for the related period. After posting, related fields are updated in the **Periods** form.
- After calculating revaluation, the value increment fund is calculated and displayed in the **Value increment fund** field. To view it, open the **Value models** form (**General ledger** > **Fixed assets** > **Value models**) and click **Inquiry** > **Balances**).
- The **Acquisition price (Secondary)** field has been added to the **Fixed asset balances** report (**General ledger** > **Reports** > **Transactions** > **Periodic** > **Fixed asset balances**).

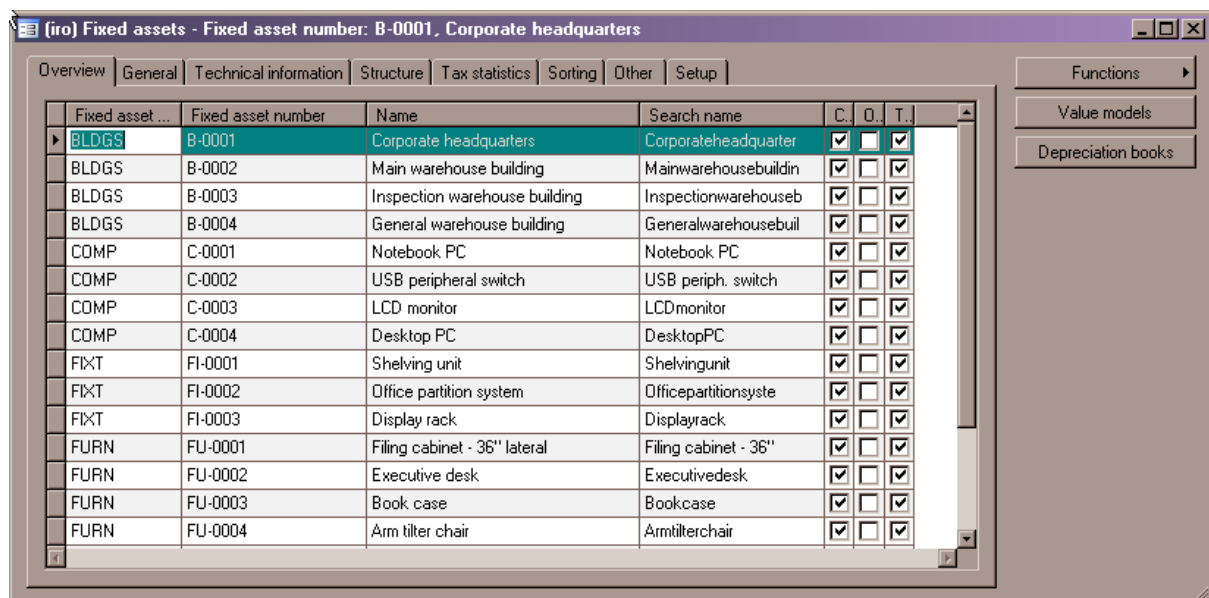
- The **Acquisition price (secondary)**, **Investment reduction**, **Revaluation**, and **Limited depreciation** fields have been added to the **Fixed asset listing** report.
- The **Fixed asset depreciation book report** and **Fixed asset summary depreciation book report** have been created to monitor and forecast the fixed asset depreciation and net book value.

For more information, refer to the following topics:

- [Preliminary setup](#)
- [Calculate depreciation and revaluation](#)
- [Report on fixed assets](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Preliminary setup

1. Click **General ledger > Fixed assets**.



2. Select a fixed asset group and click the **Setup** tab.
3. Select the **Revaluation** check box.
4. Click **Value models** and verify that the value model, posting profile, and depreciation profile are attached to the fixed asset group.

Calculate depreciation and revaluation

1. Click **General ledger > Periods > Periods**.

(iro) Fixed assets - Fixed asset number: B-0001, Corporate headquarters

Overview | General | Technical information | Structure | Tax statistics | Sorting | Other | Setup

Fixed asset ...	Fixed asset number	Name	Search name	C.	D.	T.
BLDGS	B-0001	Corporate headquarters	Corporateheadquarter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BLDGS	B-0002	Main warehouse building	Mainwarehousebuildin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BLDGS	B-0003	Inspection warehouse building	Inspectionwarehouseb	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BLDGS	B-0004	General warehouse building	Generalwarehousebuil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMP	C-0001	Notebook PC	Notebook PC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMP	C-0002	USB peripheral switch	USB periph. switch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMP	C-0003	LCD monitor	LCDmonitor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMP	C-0004	Desktop PC	DesktopPC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIXT	FI-0001	Shelving unit	Shelvingunit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIXT	FI-0002	Office partition system	Officepartitionsyste	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FIXT	FI-0003	Display rack	Displayrack	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FURN	FU-0001	Filing cabinet - 36" lateral	Filing cabinet - 36"	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FURN	FU-0002	Executive desk	Executivedesk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FURN	FU-0003	Book case	Bookcase	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FURN	FU-0004	Arm tilter chair	Armitilterchair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Functions
Value models
Depreciation books

2. Select the current period and click the **Fixed assets** tab.
3. Enter the **Revaluation percentage** which is the revaluation percentage for the selected period.
4. Verify that the **Revaluation is completed** and **Depreciation is calculated** check boxes are cleared and close the form.
5. Click General ledger > Journals > Fixed assets.
6. Press **CTRL+N** to create a new journal.
7. Select **FAD** in the **Name** field and click **Lines**.
8. Click Proposals > Depreciation proposal.
9. Type the current date in the **To date** field.
10. Click **Select** and select the fixed asset number of the asset in the **Criteria** field.
11. Set **Yes** for depreciation in the **Criteria** field.
12. Click **OK**.
13. Click **OK** again.
14. Verify that the depreciation is calculated, and then select **Fixed asset journal** in the **Transaction text type** field.
15. Click **Post** > **Post** and close the form.
16. Click **General ledger** > **Periods** > **Periods**.
17. Select the current period and click the **Fixed assets** tab.
18. Verify that the **Depreciation is calculated** check box is selected and close the form.
19. Click **General ledger** > **Journals** > **Fixed assets**.
20. Press **CTRL+N** to create a new journal.
21. Select **FAD** in the **Name** field and click **Lines**.
22. Enter the date within the current period, but that is later than the current date.
23. Select the fixed asset in the **Account** field.
24. Select **Revaluation** in the **Transaction type** field and type **1000** in the **Credit** field.

25. Select **Fixed asset journal** in the **Transaction text type** field.
26. Click **Post** > **Post** and close the form.
27. Click **General ledger** > **Periods** > **Periods**.
28. Select the current period and click the **Fixed assets** tab.
29. Verify that the **Revaluation is completed** check box is selected and close the form.
30. Click **General ledger** > **Fixed assets**.
31. Select the line with the fixed asset group and click **Value models**.
32. Click **Inquiry** > **Balances** and verify that after revaluation, the **Value increment fund value** is calculated and displayed.
33. Close the form.

Report on fixed assets

1. Click **General ledger** > **Reports** > **Base data** > **Fixed asset listing**.

2. Click **Select** and select the fixed asset number of the asset in the **Criteria** field.
3. Click **OK**.
4. Click **OK** again.
5. Verify that the report is printed with information about the fixed asset and that the value model is attached and contains the **Acquisition price (secondary)**, **Investment reduction**, **Revaluation** and **Limited depreciation** fields.
6. Close the report.
7. Click **General ledger** > **Reports** > **Transactions** > **Fixed asset** > **Fixed asset depreciation book**.

Fixed asset depreciation book

General | Batch

Last date

Up-to-date:

Fixed assets

Fixed asset number:

Fixed asset group:

Value model by fixed asset

Fixed asset number:

Current options

Printer:

Print medium:

Select

Default

Options

OK Cancel

8. Click **Select** and select the fixed asset number of the asset in the **Criteria** field.
9. Click **OK**.
10. Click **OK** again.
11. Verify that the report with the depreciation book for the selected fixed asset is printed and close the report.
12. Click **General ledger > Reports > Transactions > Fixed asset > Fixed asset summary of depreciation book**.

Fixed asset summary of depreciation book

General | Batch

Last date

Up-to-date:

Fixed asset groups

Fixed asset group:

Fixed assets

Fixed asset number:

Current options

Printer:

Print medium:

Select

Default

Options

OK Cancel

13. Type the current date in the **Up-to-date** field.

14. Click **Select** and select the fixed asset group in the **Criteria** field.
15. Click **OK**.
16. Click **OK** again.
17. Verify that the summary of the fixed asset depreciation book for the selected fixed asset group is printed and that the data is correct. Close the report.
18. Click **General ledger > Reports > Transactions > Periodic > Fixed asset balances**.

The screenshot shows a Windows-style dialog box titled "Fixed asset balances". It has two tabs, "General" and "Batch", with "General" selected. The "General" tab contains several input fields and buttons. Under the "Fixed assets" section, there are text boxes for "Fixed asset group" and "Fixed asset number". Under the "Fixed asset books" section, there is a text box for "Book". Under the "Current options" section, there is a text box for "Printer" containing the path "\\uamain\UA-Navision-Le" and a dropdown menu for "Print medium" set to "Screen". To the right of these sections are three buttons: "Select", "Default", and "Options". At the bottom of the dialog are "OK" and "Cancel" buttons.

19. Click **Select** and select the fixed asset group in the **Criteria** field.
20. Click **OK**.
21. Click **OK** again.
22. Verify that the report with information about the fixed asset balances is printed and contains a new **Acquisition price (secondary)** field.
23. Close the report.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Fixed asset listing (report)

General ledger > Reports > Base data > Fixed asset listing

Fixed asset depreciation book (report)

General ledger > Reports > Transactions > Fixed asset > Fixed asset depreciation book

Fixed asset summary of depreciation book (report)

General ledger > Reports > Transactions > Fixed asset > Fixed asset summary of depreciation book

Fixed asset balances (report)

General ledger > Reports > Transactions > Periodic > Fixed asset balances

Description

Print a list of the fixed assets with value models.

Print a report with a depreciation book for the fixed asset.

Print a report with a summary of the fixed asset depreciation book.

Print a report that shows information about the fixed asset balances.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Form name and locator

Fixed assets (form)

General ledger > Fixed assets

Fixed assets (form)

General ledger > Fixed assets

Fixed assets journal lines (form)

General ledger > Journals > Fixed assets > Lines

Fixed assets journal lines (form)

General ledger > Journals > Fixed assets > Lines > Proposals > Local revaluation proposal

Periods (form)

General ledger > Setup > Periods > Periods

Periods (form)

General ledger > Setup > Periods > Periods

Periods (form)

General ledger > Setup > Periods > Periods

Description

Setup tab

Set up revaluation and depreciation parameters for the fixed asset.

General tab

Type field

Select either the **Exchange difference** or **Interest** fixed asset type that will be printed on the **Fixed asset listing** report.

Overview tab

Transaction text type field

Select the **Fixed asset journal** or **Fixed asset budget journal** transaction text types for the fixed assets.

Overview tab

Local revaluation proposal

Calculate according to Turkish accounting system.

Fixed assets tab

Set up revaluation and depreciation parameters for the fixed asset.

Fixed assets tab

Depreciation is calculated check box

Shows that the fixed asset depreciation is calculated and posted.

Fixed assets tab

Revaluation is completed check box

Shows that the fixed asset revaluation is posted.

Reopening periods

You can reopen a closed period if the period was closed by mistake. You can reopen the closed period as long as the legal books—**Journal ledger** (**General ledger** > **Reports** > **Transactions** > **TR reports** > **Journal ledger - regular**) and **General ledger** (**General ledger** > **Reports** > **General ledger**)—have not been printed.

If the reports have been printed, the **Statutory journal printout** and **General ledger printed** check boxes on the **Status for bookkeeping** tab of the **Periods** form (**General ledger** > **Setup** > **Periods** > **Periods**) are selected.

You can open a closed period the same way that you usually close the period. Enter **Open** in the **Status** field in the form that appears.

When you reopen the period, the ledger journal item numbers are reset, as well as the **Last item No. assigned** field on the **Status for bookkeeping** tab.

For more information, refer to the following topics:

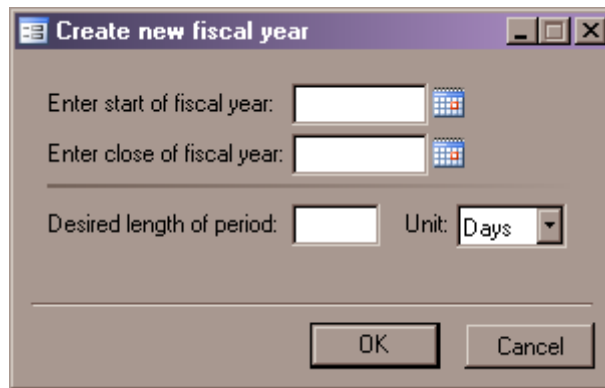
- [Preliminary setup - Set up periods](#)
- [Preliminary setup - Create transactions for the period](#)
- [Reopen the period](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Preliminary setup - Set up periods


1. Click to **General ledger** > **Setup** > **Periods** > **Periods**.


Start	Period ...	End	Status	Comments
12/31/2007	Closing	12/31/2007	Stopped	
1/1/2008	Opening	1/1/2008	Closed	
1/1/2008	Normal	1/31/2008	Open	
2/1/2008	Normal	2/29/2008	Open	
3/1/2008	Normal	3/31/2008	Open	
4/1/2008	Normal	4/30/2008	Open	
5/1/2008	Normal	5/31/2008	Open	
6/1/2008	Normal	6/30/2008	Open	
7/1/2008	Normal	7/31/2008	Open	
8/1/2008	Normal	8/31/2008	Open	
9/1/2008	Normal	9/30/2008	Open	
10/1/2008	Normal	10/31/2008	Open	
11/1/2008	Normal	11/30/2008	Open	
12/1/2008	Normal	12/31/2008	Open	
12/31/2008	Closing	12/31/2008	Stopped	
1/1/2009	Opening	1/1/2009	Open	


2. Click **Create new fiscal year**.



Create new fiscal year

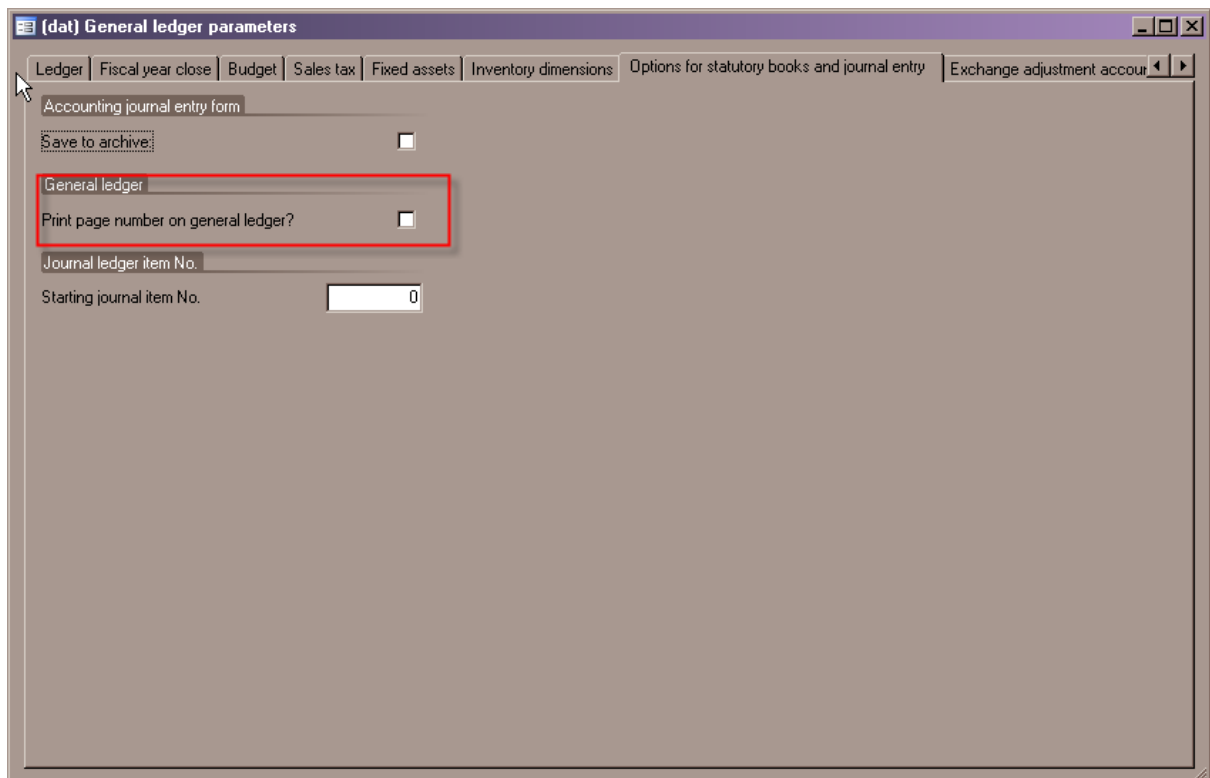
Enter start of fiscal year: 

Enter close of fiscal year: 

Desired length of period: Unit: **Days** 

OK **Cancel**

3. Enter the beginning and the ending dates for the fiscal year.
4. Set up a fiscal period of one month by typing **1** in the **Desired length of period** field, and selecting **Months** in the **Unit** field.
5. Click **OK**.
6. Click **General ledger > Setup > Parameters**.
7. Click the **Options for statutory books and journal entry** tab.



(dat) General ledger parameters

Ledger | Fiscal year close | Budget | Sales tax | Fixed assets | Inventory dimensions | **Options for statutory books and journal entry** | Exchange adjustment account

Accounting journal entry form

Save to archive: ☐

General ledger

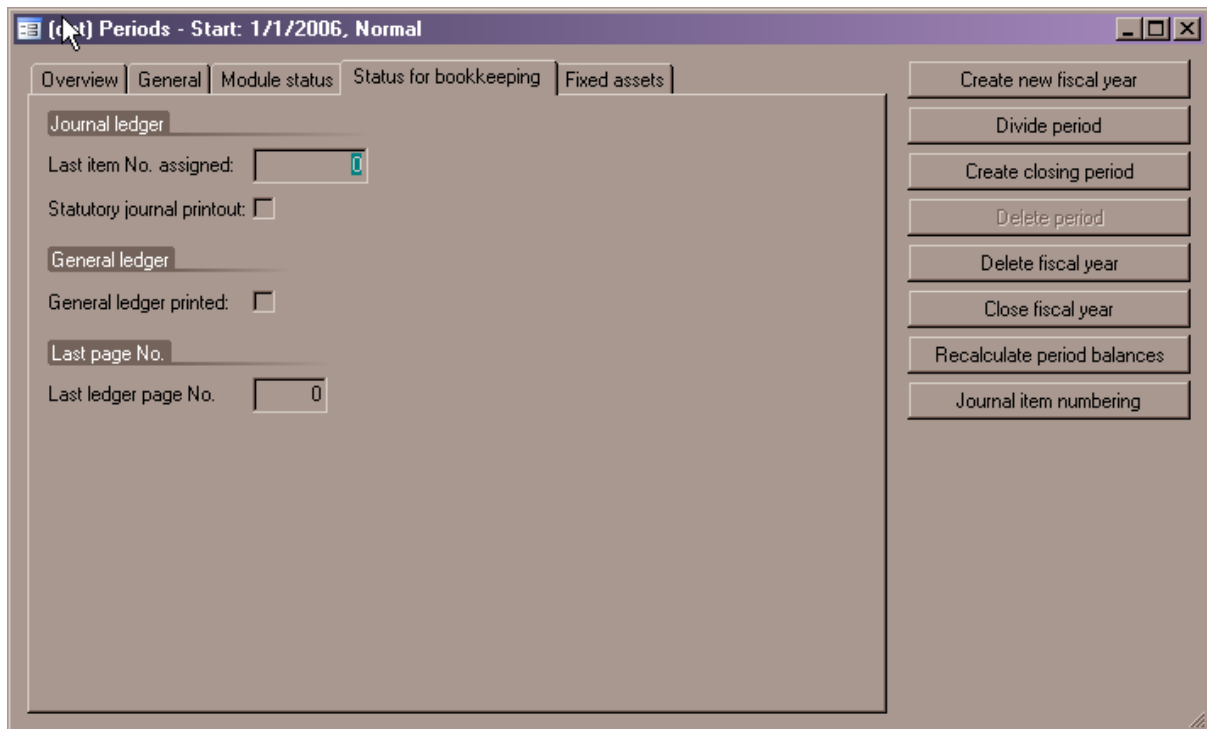
Print page number on general ledger? ☐

Journal ledger item No.

Starting journal item No.

8. Select the **Print page number on general ledger?** check box to set up page numbering of the general ledger.
9. Type **1** in the **Starting journal item No.** field to set up the first number to be used for the general ledger.
10. Close the form.
11. Click **General ledger > Setup > Periods > Periods**.

12. Select the new period and click the **Status for bookkeeping** tab.



13. Verify that the **General ledger printed** and **Statutory journal printout** check boxes are cleared and that the **Last ledger page No.** field is set to **0**. Close the form.

Preliminary setup – Create transactions for the period

1. Click **General ledger > Journals > Journal entry**.
2. Press **CTRL+N** to create a new journal.
3. Select **Day1** in the **Name** field and click **Lines**.
4. Create two transactions from within the previous period.
5. Click **Post > Post** and close the form.

Reopen the period

1. Click **General ledger > Setup > Periods > Periods**.
2. Select the period and select **Closed** in the **Status** field.
3. A message appears and indicates that you cannot add any ledger entries to a closed period.
4. Select **Open** in the **Status** field.
5. A message appears and you will have the option to reopen the period. Click **Yes**.
6. Change the status of the period back to **Closed** and close the form.
7. Click **General ledger > Reports > Transactions > TR reports > General ledger**.

8. Enter the starting date of the set up period.
9. Select the **Regular** check box to update the information and print the report. If you do not select the check box, the report is printed as a draft and not updated.
10. Click **OK**.
11. Verify that the report is printed correctly and close the report.
12. Click **General ledger > Setup > Periods > Periods**.
13. Select the period and click the **Status for bookkeeping** tab.
14. Verify that the **General ledger printed** check box is selected and that the number of last ledger page is displayed.
15. Click the **Overview** tab.
16. Select the period and try to change its status to **Open**. A message is displayed to indicate that no period can be reopened after its statutory books are printed.
17. Close the report.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Journal entry (form)

General ledger > Journals > Journal entry

General ledger (report)

General ledger > Reports > Transactions > TR reports
> General ledger

Journal ledger – regular (report)

General ledger > Reports > Transactions > TR reports
> Journal ledger – regular

Description

Create and post transactions.

Print a report with information about the legal book.

Print a report with information about the journal entry transactions.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Form name and locator

General ledger parameters (form)

General ledger > Setup > Parameters

General ledger parameters (form)

General ledger > Setup > Parameters

Periods (form)

General ledger > Setup > Periods > Periods

Periods (form)

General ledger > Periods > Periods

Periods (form)

General ledger > Periods > Periods

Description

Options for statutory books and journal entry tab

Set up parameters for the statutory books and journal entries.

Options for statutory books and journal entry tab

Starting journal item No. field

Specify the number to be used as the first number for the fiscal year.

Status for bookkeeping tab

Verify the status of statutory books.

Status for bookkeeping tab

Last item No. assigned field

The last ledger journal item number for the current period.

Status for bookkeeping tab

General ledger printed check box

Indicates that the **General ledger** report is printed.

Vendor's tax office

In Turkey, the name of the local tax office must be indicated for tax reporting. Therefore, you can set up a tax authority name in the **Tax authority** field that is added to the **Setup** page of the **Vendors** form (**Accounts payable** > **Vendors**). You also can print the tax office name when you create a purchase packing slip or a purchase invoice.

For more information, refer to the following topics:

- [Print vendor's tax authority name on reports](#)
- [Forms that are modified for this feature](#)

Print vendor's tax authority name on reports

1. Click **Accounts payable** > **Vendors**.

(iro) Vendors - Vendor account: 3000, A. Datum Corporation

Overview General Setup Purchase order Address Contact information Payment Tax 1099 Dimension

Vendor account	Name	Search name	Invoice account	Group	Curre...
3000	A. Datum Corporation	Datum Corporation		10	USD
3001	Adventure Works	Adventure works		10	USD
3002	Blue Yonder Airlines	Blue Yonder Airlines		10	USD
3003	Desk World	Desk World		10	USD
3004	City Power and Lights	City Power and Light		10	USD
3005	East Coast Electricity Supply	East Coast Electrici		10	USD
3006	Contoso, Ltd.	Contoso		50	GBP
3007	Prairie Bank of America	Prairie Bank		10	USD
3008	Crystal Bulb Ltd.	Crystal Bulb		50	GBP
3009	Handyman A/S.	Handyman A/S		50	DKK
3010	Metalarbejde A/S	Metalarbejde A/S		50	DKK
3011	The Phone Company	The Phone Company		10	USD
3012	World Wide Importers	World Wide Import		50	EUR
3013	Lucerne Publishing	Lucerne Publishing		50	EUR
3014	Tailspin Toys Inc.	Tailspin Toys		10	USD
3015	Northwind Traders	Northwind Traders		10	USD
3016	The Notice	The Notice		10	USD
3017	Nylamps Inc.	Nylamps		10	USD

Transactions
Balance
Setup
Trade agmt.
Functions
Inquiry
Forecast (G)

2. Select a vendor and click the **Setup** tab.

(iro) Vendors - Vendor account: 3000, A. Datum Corporation

Overview General Setup Purchase order Address Contact information Payment Tax 1099 Dimension

Invoice

Invoice account: UPS zone: Sales tax group:

Number sequence group: Delivery terms: Prices incl. sales tax: ☐

Offset account

Account type: Mode of delivery: Tax number:

Offset account: Destination code: Fiscal code:

Enterprise number:

Organization number:

Tax authority:

Withholding tax

Calculate withholding tax: ☐

Withholding tax group:

Transactions
Balance
Setup
Trade agmt.
Functions
Inquiry
Forecast (G)

3. Type Tax office for vendor in the Tax authority field.
4. Close the form.
5. Click **Accounts payable** > **Purchase order**.

[dat] Purchase order 00242_049 . Name A. Datum Corporation . Item name Battery Baby R14

Overview | General | Setup | Address | Delivery | Price/Discount | Postings | Other | References | Dimension

Purchase...	Vendor account	Invoice account	Purchase type	Status	Curre...	Project	Blanket ord...
00242_049	3000	3000	Purchase order	Open order	USD		

Simple
Posting ▶
Setup ▶
Functions ▶
Inquiries ▶
Trade agmt. ▶
Intercompany ▶

Lines | General | Setup | Address | Quantity | Price/Discount | Other | Project | Dimension

Item number	Ware...	Batch number	Serial number	Quantity	Unit	Unit price	Discount	Disc...
B-R14	GW			1.00	Pcs	1,000.00		

Setup (B) ▶
Functions (G) ▶
Inquiries ▶
Calculation (J) ▶
Inventory ▶
Intercompany (K) ▶
Configure line (Z) ▶

6. Press **CTRL+N** to create a new purchase order.
7. Select the vendor from step 2 in the **Vendor** field.
8. Click **YES** when a message appears and you have the option to transfer vendor information.
9. Press **CTRL+Page Down** to move to the lower pane of the **Purchase order** form.
10. Select an item in the **Item number** field.
11. Click **Posting > Packing slip**.

Posting packing slip

Parameters Other

Parameters Print options

Quantity: receive now

Posting: ☒

Print packing slip: ☐

Print: Current

Use print management destination: ☐

Print sales documents: ☐

Select

Arrange

Totals

Printer setup ▶

Overview Setup Lines Line details Purchases

Update	Purchase or...	Name	Packing ...
▶ ⚠	Packing slip	00244_049 A. Datum Corporation	

OK Cancel Batch

12. Select **All** in the **Quantity** field.
13. Select the **Print packing slip** check box and type a number of the packing slip in the **Packing slip** field.
14. Click **OK**.
15. Verify that the packing slip is printed and contains the tax authority name.
16. Close the packing slip.
17. Repeat steps 5 through 10 to create a new purchase order.
18. Click **Posting** > **Invoice**.

19. Select **All** in the **Quantity** field.
20. Select the **Print invoice** check box and type a number for the invoice in the **Number** field.
21. Click **OK**.
22. Verify that the invoice is printed and contains the tax authority name.
23. Close the report.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Form name and locator

Vendors (form)

Accounts payable > Vendors

Posting packing slip (form)

Accounts payable > Purchase order > Posting > Packing slip

Posting invoice (form)

Accounts payable > Purchase order > Posting > Invoice

Description

Setup tab

Tax authority field

Specify a name of the local tax authority to print on reports.

Parameters tab

Packing slip field

Specify a number of the posted packing slip.

Parameters tab

Number field

Specify a number of the posted invoice.

Demand confirmation procedure on purchase order

You can create a demand before creating a purchase order and after the demand is confirmed, convert it into the purchase order. A new demand confirmation system has been developed and a new Demand purchase type has been created.

When you create a demand, it can have three statuses:

- Open demand
- Ready demand
- Approved demand

For more information, refer to the following topics:

- [Create a demand](#)
- [Forms for this feature](#)

Create a demand

1. Click **Accounts payable > Periodic > Demand confirmation procedure > Demand entry**.
2. Press **CTRL+N** to create a new line.
3. Select a vendor in the **Vendor** field.
4. Click **YES** when a message appears and you have the option to transfer vendor information.
5. Press **CTRL+Page Down** to move to the lower pane of the **Purchase order** form.
6. Select an item in the **Item number** field and type a quantity in the **Quantity** field.
7. Click **Posting > Ready demand**.
8. Verify that **Ready demand** is displayed in the **Status** field and close the form.
9. Click **Accounts payable > Periodic > Demand confirmation procedure > Demand confirmation**.
10. Select the demand that you created and click **Posting > Demand confirmation**.
11. Verify that **Approved demand** is displayed in the **Status** field and close the form.
12. Click **Accounts payable > Periodic > Demand confirmation procedure > Demand entry**.
13. Verify that the demand is removed and close the form.
14. Click **Accounts payable > Periodic > Demand confirmation procedure > Post purchase demand**.
15. Click **OK**.
16. Click **Accounts payable > Periodic > Demand confirmation procedure > Demand confirmation**.
17. Verify that the demand is removed from the form and close the form.
18. Click **Accounts payable > Periodic > Demand confirmation procedure > Purchase order**.
19. Verify that the demand is displayed in the form, the **Purchase type** field is set to **Journal**, and the **Status** field is set to **Approved demand**.
20. To post the purchase order, set the **Purchase type** field to **Quotation**.
21. Click **Posting > Purchase order**.
22. Select **All** in the **Quantity** field and click **OK**.
23. Verify that the **Purchase type** field is changed to **Purchase order**, and that the status is now **Invoiced**.

24. Close the form.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator	Description
Demand entry (form) Accounts payable > Periodic > Demand confirmation procedure > Demand entry	Create demands that will be confirmed before creating purchase orders.
Demand confirmation (form) Accounts payable > Periodic > Demand confirmation procedure > Demand confirmation	Approve demands.
Post purchase demand (form) Accounts payable > Periodic > Demand confirmation procedure > Post purchase demand	Post confirmed demands and move them to the Purchase order form.
Purchase order (form) Accounts payable > Periodic > Demand confirmation procedure > Purchase order	Create, modify, and inquire about purchase orders, including purchase orders converted from demands.

Limit for confirmation

You can set limits for confirmation by various users. The **Confirmation** check box has been added on the **General** tab of the **Parameters** form (**Accounts payable** > **Setup** > **Parameters**). When this check box is selected, limits can be defined for the user confirmation in the **Limit on user confirmation** form (**Accounts payable** > **Setup** > **Purchase order** > **Limit on user confirmation**).

For more information, refer to the following topics:

- [Set up limits on confirmation](#)
- [Verify limit on demand confirmation](#)
- [Forms for this feature](#)
- [Form that is modified for this feature](#)

Set up limit on confirmation

1. Click **Accounts payable** > **Setup** > **Parameters**.

(dat) Accounts payable parameters

General | Updates | Summary update | Ledger and sales tax | Promissory notes ES | Credit rating | Settlement | Prices | Cycles | Inventory d

Default values

Purchase type: Purchase order

Return action default: DI

Purchase pool: DEF

Setup

Prompt when specifying vendor and invoice account: ☒

Mark purchase as voided: ☒

Approve

Confirmation: ☐

Vendor

One-time vendor account: 3000

Purchase order prices/amount: ☒

Tax exempt number requirement: None

Belgium

Validation of payment ID: ☐

2. Select the **Confirmation** check box and close the form to save changes.
3. Click **Accounts payable** > **Setup** > **Purchase order** > **Limit on user confirmation**.

(dat) Limit on user confirmation

User ID	Amount limit
*	0.00

4. Select a user in the **User ID** field and type a limit for the net amount that can be approved by the user in the **Amount limit** field, for example, **5**.
5. Close the form.

Verify limit on demand confirmation

1. Click **Accounts payable > Periodic > Demand confirmation procedure > Demand entry**.
2. Press **CTRL+N** to create a new line.
3. Select a vendor in the **Vendor** field.
4. Click **YES** when a message appears and you have the option to transfer vendor information.
5. Press **CTRL+Page Down** to move to the lower pane of the **Purchase order** form.
6. Select an item in the **Item number** field and type **5** in the **Net amount** field.
7. Click **Posting > Ready demand**.
8. Verify that **Ready demand** is displayed in the **Status** field and close the form.
9. Click **Accounts payable > Periodic > Demand confirmation procedure > Demand confirmation**.
10. Select the demand that you created previously and click **Posting > Demand confirmation**.
11. Verify that **Approved demand** is displayed in the **Status** field and close the form.
12. Click **Accounts payable > Periodic > Demand confirmation procedure > Post purchase demand**.
13. Click **OK**.
14. Click **Accounts payable > Periodic > Demand confirmation procedure > Purchase order**.
15. Set the **Purchase type** field to **Quotation** and click **Posting > Purchase order**.
16. Select **All** in the **Quantity** field and click **OK**.
17. Verify that the **Purchase type** field is changed to **Purchase order**, and that the status is **Invoiced**.
18. Close the form.
19. Repeat steps 1 through 16 to create a new demand, but type **15** in the **Net amount** field in step 6.
20. Verify that the message appears notifying that the limit for confirmation is exceeded, and close all forms.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Limit on user confirmation (form)

Accounts payable > Setup > Purchase order > Limit on user confirmation

Demand entry (form)

Accounts payable > Periodic > Demand confirmation procedure > Demand entry

Demand confirmation (form)

Accounts payable > Periodic > Demand confirmation procedure > Demand confirmation

Post purchase demand (form)

Accounts payable > Periodic > Demand confirmation procedure > Post purchase demand

Purchase order (form)

Accounts payable > Periodic > Demand confirmation procedure > Purchase order

Description

Set up limits on confirmation by users.

Create demands that will be confirmed before creating purchase orders.

Approve demands.

Post confirmed demands and move them to the **Purchase order** form.

Create, modify, and inquire about purchase orders, including purchase orders converted from demands.

Form that is modified for this feature

Refer to the following information about an additional form and field that you will use with this feature.

Parameters (form)

Accounts payable > Setup > Parameters

General tab

Confirmation check box

Select this check box if to define limits on net amount confirmed by the user.

Extra reports on Accounts payable

You can print the following mandatory reports for **Accounts payable** that have been newly designed or modified.

- **Vendor balance list with secondary currency** (Accounts payable > Reports > Transactions > Vendor > Vendor balance list with secondary currency)
- **Detailed due day list** (Accounts payable > Reports > Transactions > Vendor > Detailed due day list)
- **Vendor balance list with selected currency code** (Accounts payable > Reports > Transactions > Vendor > Vendor balance list with selected currency code)
- **Vendor account statement with secondary currency** (Accounts payable > Reports > Transactions > Vendor > Vendor account statement with secondary currency)

For more information, refer to the following topics:

- [Preliminary setup](#)
- [Print the Vendor balance list with secondary currency report](#)
- [Print the Detailed due day list report](#)
- [Print the Vendor balance list with selected currency code](#)
- [Forms for this feature](#)

Preliminary setup

1. Click **Accounts payable > Purchase order**.

[dat] Purchase order 00242_049 . Name A. Datum Corporation . Item name Battery Baby R14

Overview | General | Setup | Address | Delivery | Price/Discount | Postings | Other | References | Dimension

Purchase...	Vendor account	Invoice account	Purchase type	Status	Curre...	Project	Blanket ord...
00242_049	3000	3000	Purchase order	Open order	USD		

Simple
Posting ▶
Setup ▶
Functions ▶
Inquiries ▶
Trade agmt. ▶
Intercompany ▶

Lines | General | Setup | Address | Quantity | Price/Discount | Other | Project | Dimension

Item number	Ware...	Batch number	Serial number	Quantity	Unit	Unit price	Discount	Disc...
B-R14	GW			1.00	Pcs	1,000.00		

Setup (B) ▶
Functions (G) ▶
Inquiries ▶
Calculation (J) ▶
Inventory ▶
Intercompany (K) ▶
Configure line (Z) ▶

2. Press **CTRL+N** to create a new purchase order.
3. Select a vendor in the **Vendor** field.
4. Click **YES** when a message appears and you have the option to transfer vendor information.
5. Press **CTRL+Page Down** to move to the lower pane of the **Purchase order** form.
6. Select an item in the **Item number** field and type an amount in the **Net amount** field.
7. Click Posting > Invoice.

The screenshot shows the 'Posting invoice' window. The 'Parameters' tab is selected. In the 'Parameters' section, the 'Quantity' dropdown is set to 'receive now', 'Posting' is checked, and the 'Print' dropdown is set to 'Current'. The 'Print invoice' checkbox is also checked. To the right, there are buttons for 'Select', 'Arrange', 'Totals', 'Sales tax', 'Payment schedule', and 'Printer setup'. Below this, there is a table with the following data:

Update	Purchase or...	Name	Number
▶ Invoice	00244_049	A. Datum Corporation	

At the bottom of the window are buttons for 'OK', 'Cancel', and 'Batch'.

8. Select **All** in the **Quantity** field and type a number for the invoice in the **Number** field.
9. Click **OK** and close the **Purchase order** form.
10. Click **Accounts payable** > **Journals** > **Payments** > **Payment journal**.
11. Press **CTRL+N** to create a new journal.
12. Select **Vend_P** in the **Name** field and click **Lines**.
13. Create a transaction with the current date and select **Vendor payment** in the **Transaction text type** field.
14. Select a vendor account in the **Account** field, specify the offset account, and enter **100** in the **Debit** field.
15. Click **Post** > **Post** and close the form.
16. Click **Basic** > **Setup** > **Company information** and enter **EUR** in the **Secondary currency** field.

[dat] Company information

General | Contact information | Other | BTL91 | Tax 1099 | Number sequences

Currency

Currency:

Triangulation currency:

Secondary currency:

Company currency conversion

Conversion date:

Default currency code before conversion:

Bank accounts

Bank account:

Giro account:

SIA code:

Issuing signature:

Languages

Default language code:

Sales tax

Export:

Branch/Subsidiary:

Import:

Branch/Subsidiary:

Taxable representative:

Packing material fee

Packing material fee license number:

Shipping

Shipping calendar:

Alt. address

Company logo

External codes

1099 software vendor

1099 transmitter

17. Close the form.
18. Click **General ledger > Setup > Exchange rates**.

[dat] Exchange rates - Currency: EUR, Euro

Overview | General | **Currency converter** | Posting | Round-off | Inflation accounting

External codes
Print exchange rates

Cu...	Name	L...	Sy...
CAD	Canadian Dollars	C...	
CNY	Chinese Yuan	C...	
DKK	Danish Krone	D...	
EUR	Euro	E...	€
GBP	British Pound	G...	£
TRL	Old Turkish lira	T...	
USD	US Dollars	U...	\$
YTL	New Turkish lira	Y...	

Exchange rate

Send electronically

Start date	Exchange rate	T...
1/1/2006	1.1842	<input type="checkbox"/>
2/1/2006	1.2102	<input type="checkbox"/>
3/1/2006	1.2251	<input type="checkbox"/>
4/1/2006	1.2288	<input type="checkbox"/>
5/1/2006	1.2139	<input type="checkbox"/>
6/1/2006	1.2075	<input type="checkbox"/>
7/1/2006	1.1882	<input type="checkbox"/>
8/1/2006	1.1851	<input type="checkbox"/>
9/1/2006	1.2113	<input type="checkbox"/>
10/1/2006	1.2062	<input type="checkbox"/>
11/1/2006	1.2277	<input type="checkbox"/>
12/1/2006	1.2095	<input type="checkbox"/>

1.2095 USD for 1 EUR

19. Select **EUR** and type the current date in the **Start date** field for the currency exchange rate.
20. Close the form.

Print the Vendor balance list with secondary currency report

1. Click **Accounts payable > Reports > Transactions > Vendor > Vendor balance list with secondary currency**.

2. Type the current date in the **As of** field.
3. Click **Select** and select the vendor account in the **Criteria** field.
4. Click **OK**.
5. Click **OK** again.
6. Verify that the report displays the balance list for the amount in primary and secondary currencies of the posted purchase order.
7. Close the report.

Print the Detailed due day list report

8. Click **Accounts payable > Reports > Transactions > Vendor > Detailed due day list**.

9. Type the current date in the **Reporting date** field.
10. Click **Select** and select the vendor account in the **Criteria** field.
11. Click **OK**.
12. Click **OK** again.
13. Verify that the report is printed correctly and that the amount for invoice is 100.
14. Close the report.

Print the Vendor balance list with selected currency code

1. Click **Accounts payable > Reports > Transactions > Vendor > Vendor balance list with selected currency code**.

2. Type the current date in the **Reporting date** field and select the primary for your company currency in the **Currency code** field.
3. Click **Select** and select the vendor account in the **Criteria** field.
4. Click **OK**.
5. Click **OK** again.

6. Click **OK** in the form that appears.
7. Verify that the report is printed with balances for the invoice amount in primary currency.
8. Close the report.
9. Repeat steps 1 through 5 but select **EUR** (secondary currency) in the **Currency code** field.
10. Verify that the report is printed with balances for the invoice amount in EUR.
11. Close the report.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Vendor balance list with secondary currency (report)

Accounts payable > Reports > Transactions > Vendor
> Vendor balance list with secondary currency

Detailed due day list (report)

Accounts payable > Reports > Transactions > Vendor
> Detailed due day list

Vendor balance list with selected currency code (report)

Accounts payable > Reports > Transactions > Vendor
> Vendor balance list with selected currency code

Vendor account statement with secondary currency (report)

Accounts payable > Reports > Transactions > Vendor
> Vendor account statement with secondary currency

Description

Print a report that shows the balance for the selected vendor account in primary and secondary currencies.

Print a report that shows a list of due dates for invoice payment by the selected vendor.

Print a report that shows the balance of the selected vendor account according to the set up currency and exchange rate.

Print a report for an account statement in primary and secondary currencies.

Conversion currency code for sales and purchase orders

You can set up the same exchange rate during conversion and reconversion for Accounts receivable and Accounts payable. This is useful if your company is dependent on agreements with customers or vendors.

New fields can be modified by users, so you should set up user permissions for security reasons.

You can view the original currency code and exchange rate on the **Price/Discount** tab of the **Sales order** and **Purchase order** forms, and on the **Payment** tab of the **Free text invoice** form under the **Currency conversion** field group.

For more information, refer to the following topics:

- [Verify conversion on a sales order](#)
- [Verify conversion on a free text invoice](#)
- [Verify conversion on a purchase order](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Verify conversion on a sales order

1. Click **Accounts receivable** > **Sales order**.

(dat) Sales order 00401_036 , Name Light and Design , Item name Battery Baby R14

Overview | General | Setup | Address | Delivery | Price/Discount | Postings | Other | References | Dimension

Sales order	Customer account	Invoice account	Order type	Status	Curre...	Project	Blanket order
00390_036	4006	4006	Item requirements	Open order	USD	40060	
00391_036	4007	4007	Item requirements	Open order	USD	40070	
00392_036	4008	4008	Item requirements	Open order	EUR	40080	
00394_036	4009	4009	Item requirements	Open order	EUR	40090	
00395_036	4000	4000	Sales order	Open order	USD		
00396_036	4003	4003	Sales order	Open order	USD		
00397_036	4019	4019	Sales order	Open order	USD		
00398_036	4000	4000	Sales order	Open order	USD		
00399_036	4003	4003	Sales order	Open order	USD		
00400_036	4034	4034	Sales order	Open order	USD		
00401_036	4000	4000	Sales order	Open order	CAD		

Simple
Posting ▶
Setup ▶
Functions ▶
Inquiries ▶
Trade agmt. ▶
Intercompany ▶
Available dates

Lines | General | Setup | Address | Quantity | Price/Discount | Other | Dimension

Item number	Ware...	Batch number	Serial number	Quantity	Unit	Unit price	Discount	Disc...
B-R14	GW			1.00	Pcs			

Setup (G) ▶
Functions (J) ▶
Inquiries ▶
Calculation (K) ▶
Inventory ▶
Intercompany (Z) ▶
Configure line (1) ▶
Product model (2) ▶
Available dates (3)

- Press **CTRL+N** to create a new sales order.
- Select a customer in the **Customer** field.
- Click **YES** when asked whether to transfer customer information.
- Press **CTRL+Page Down** to move to the lower pane of the **Sales order** form and select an item in the **Item number** field.
- Click the **Price/Discount** tab in the upper pane of the form.
- Change a currency code in the **Currency** field and enter the fixed exchange rate for this currency.
- Press **CTRL+S** to save changes.

Currency code has been changed. Sales order lines and misc. char...

Currency code has been changed. Sales order lines and misc. charges will be recalculated.

Method for recalculation of amounts

☒ Exchange rate only

☐ Exchange rate and trade agreements

OK Cancel

- Select **Exchange rate only** and click **OK**.

(dat) Exchange rat...

Transaction date: 11/10/2006

Exchange rate: 0.1628000000

OK Cancel

10. Click **OK** in the **Exchange rate** form, or change the transaction date and exchange rate for the new currency.
11. Verify that the currency is changed, and that fields under **Currency conversion** display the original currency and the exchange rate.
12. Set the **Currency** field to the original value.
13. Select **Exchange rate only** and click **OK**.
14. Click **OK** again.
15. Verify that the **Previous currency code** and **Fixed exchange rate** fields are cleared and close the form.

Verify conversion on a free text invoice

1. Click **Accounts receivable > Free text invoice**.

(dat) Free text invoice

Overview | Invoice | Address | Payment | Dimension | Invoice lines | Dimension invoice line

Customer account	Invoice account	O.	Date	Curre...	Invoice	Pre-printe...
4000	4000	<input type="checkbox"/>	6/30/2006	USD	00001_013	
4031	4031	<input type="checkbox"/>	2/24/2006	GBP	00002_013	
4032	4032	<input type="checkbox"/>	1/5/2006	EUR	00003_013	
4032	4032	<input type="checkbox"/>	2/18/2006	EUR	00004_013	

Posting ▶
Setup ▶
Functions ▶
Printout ▶
Inquiries ▶
Error text

2. Press **CTRL+N** to create a new free text invoice.
3. Enter information in the **Customer account** and **Currency** fields.

4. Click the **Invoice lines** tab, select a ledger account and enter an amount in the **Amount** field.
5. Click the **Payment** tab and select some different currency in the **Currency** field.
6. Press **CTRL+S** to save changes.
7. Click **OK**.

(dat) Free text invoice

Overview | Invoice | Address | Payment | Dimension | Invoice lines | Dimension invoice line

Currency

Currency: EUR

Triangulation: ☐

Exchange rate: 1.2277000000

Secondary exchange rate: 0.0000000000

Description: USD - EUR

Payment

Currency: EUR

Terms of payment: COD

Method of payment: CHK_L

Payment specification:

Bank account:

Payment schedule:

Cash discount: 14D1

Discount pct: 0.00

Giro money transfer slip

Giro money transfer slip on sales invoice: None

Currency conversion

Previous currency code: USD

Fixed exchange rate:

Posting | Setup | Functions | Printout | Inquiries | Error text

8. Verify that the currency is changed, and that fields under the **Currency conversion** group display the original currency and exchange rate.
9. Set the **Currency** field to the original value.
10. Select Exchange rate only and click OK.

(dat) Exchange rate...

Transaction date: 11/10/2006

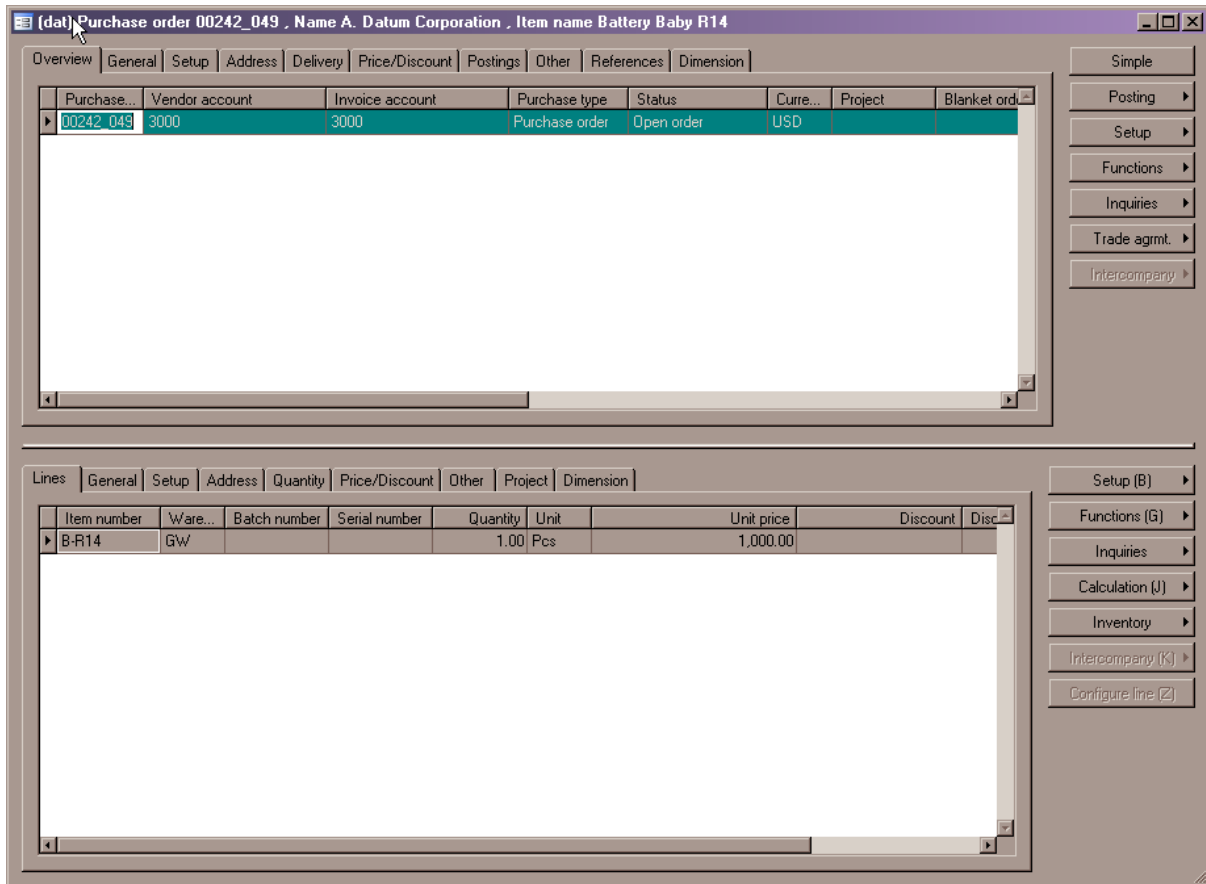
Exchange rate: 0.1628000000

OK Cancel

11. Click **OK** in the **Exchange rate** form or change the transaction date and exchange rate for the new currency.
12. Verify that the **Previous currency code** and **Fixed exchange rate** fields are cleared and close the form.

Verify conversion on a purchase order

1. Click **Accounts payable** > **Purchase order**.



Purchase order 00242_049 , Name A. Datum Corporation , Item name Battery Baby R14

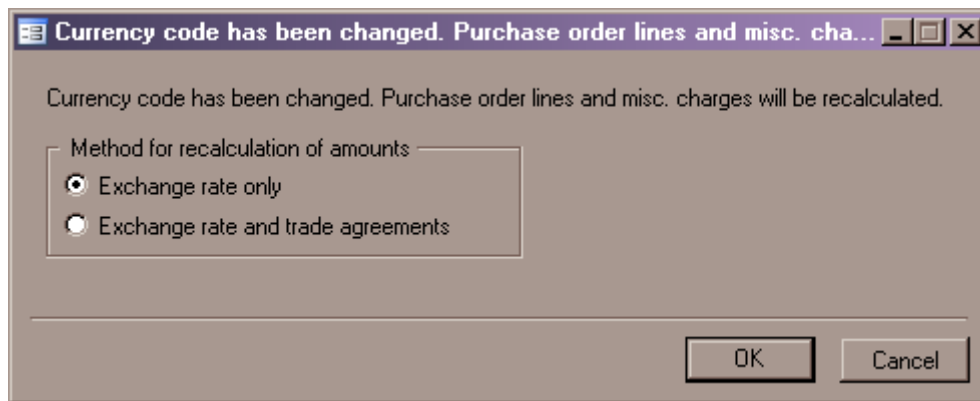
Overview | General | Setup | Address | Delivery | Price/Discount | Postings | Other | References | Dimension

Purchase...	Vendor account	Invoice account	Purchase type	Status	Curre...	Project	Blanket ord...
00242_049	3000	3000	Purchase order	Open order	USD		

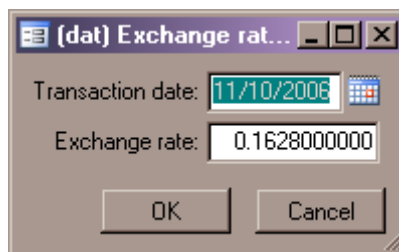
Lines | General | Setup | Address | Quantity | Price/Discount | Other | Project | Dimension

Item number	Ware...	Batch number	Serial number	Quantity	Unit	Unit price	Discount	Disc...
B-R14	GW			1.00	Pcs	1,000.00		

2. Press **CTRL+N** to create a new purchase order.
3. Select a vendor in the **Vendor** field.
4. Click **YES** when a message appears and you have the option to transfer vendor information.
5. Press **CTRL+Page Down** to move to the lower pane of the **Purchase order** form and select an item in the **Item number** field.
6. Click the **Price/Discount** tab in the upper pane of the form.
7. Change the currency code in the **Currency** field and enter the fixed exchange rate for this currency.
8. Press **CTRL+S** to save changes.



9. Select **Exchange rate only** and click **OK**.



10. Click **OK** in the **Exchange rate** form, or change the transaction date and exchange rate for the new currency.
11. Verify that the currency is changed, and that the fields under the **Currency conversion** group display the original currency and exchange rate.
12. Set the **Currency** field to the original value.
13. Select **Exchange rate only** and click **OK**.
14. Click **OK** again.
15. Verify that the **Previous currency code** and **Fixed exchange rate** are cleared and close the form.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Exchange rate (form)

Accounts receivable > Sales order

Exchange rate (form)

Accounts payable > Purchase order

Exchange rate (form)

Accounts receivable > Free text invoice

Description

Set up a new exchange rate for the currency and specify when it becomes effective.

Set up a new exchange rate for the currency and the specify when it becomes effective.

Set up new exchange rate for the currency and the specify when it becomes effective.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Form name and locator

Sales order (form)

Accounts receivable > Sales order

Purchase order (form)

Accounts payable > Purchase order

Free text invoice (form)

Accounts receivable > Free text invoice

Description

Price/Discount tab

Currency conversion field group

The original currency and exchange rate.

Price/Discount tab

Currency conversion field group

The original currency and exchange rate.

Payment tab

Currency conversion field group

The original currency and exchange rate.

Customer's tax office

In Turkey, the name of the local tax office must be indicated for tax reporting. You can set up a tax authority name in the **Tax authority** field on the **Setup** tab in the **Customers** form (**Accounts receivable > Customers**). You also can print the tax office name when you create a sales packing slip or a sales invoice.

For more information, refer to the following topics:

- [Print customer's tax authority name in reports](#)
- [Forms that are modified for this feature](#)

Print customer's tax authority name in reports

1. Click **Accounts receivable > Customers**.

Customer account	Name	Search name	Invoice account	Custo...	Curre...
4000	Light and Design	Light and Design		20	USD
4001	The Glass Bulb	The Glass Bulb		20	USD
4002	The Radiant Idea	The Radiant Idea		20	USD
4003	Office Lights Inc.	Office Lights Inc.		40	USD
4004	The Lighting Specialist	The Light Specialist		20	USD
4005	Office Supplies Inc.	Office Supplies Inc.		40	USD
4006	Desk World	Desk World		10	USD
4007	Style and Design Inc.	Office Design Inc.		30	USD
4008	City Power and Light	City Power and light		30	USD
4009	Litware Inc.	Litware		40	USD
4010	The Shop of Lamps	The Shop of Lamps		20	USD
4011	Center Glow Co.	Center Glow Co.	4010	20	USD
4012	Luminaries Inc.	Luminaries Inc.		50	CAD
4013	Wide World Importers	Wide World Importers		50	CAD
4014	Pacific Lumen	Pacific Lumen		50	CAD
4015	All Lights	All Lights		50	GBP
4016	Department of Revenue	Department of Revenue		60	USD
4017	L.A. County School Purchase Assoc...	LACSPA		60	USD
4018	West Coast Technical College Asso...	WCTCA		60	USD
4019	The Offshot Company	The Offshot Company		60	USD
4020	Inter Company	Inter Company		70	USD
4021	The Wilma Company	The Wilma Company		40	USD
4022	Rainy and Son, Inc	Rainy and Son		40	USD
4024	Commerce Gateway Customer	Commerce Gateway Cus		60	USD
4025	Rassy, Gordievsky & Associates	Rassy, Gordievsky &		40	USD
4027	Home Furniture Inc.	Home Furniture Inc.		30	USD
4028	Fashionable Homes Inc.	Fashionable Homes In		30	USD

2. Select a customer and click the **Setup** tab.

The screenshot shows the 'Setup' tab of the 'Customers - Customer account: 4000, Light and Design' window. The window has a tabbed interface with 'Overview', 'General', 'Setup', 'Sales order', 'Address', 'Contact information', 'Payment', and 'Dimension'. The 'Setup' tab is active, showing various configuration fields for the customer account. The 'Invoice' section includes fields for 'Invoice account', 'Invoice address', 'Number sequence group', 'Form for invoicing', and 'Invoicing type'. The 'Sales tax' section includes 'Sales tax group', 'Tax number', 'Prices incl. sales tax', 'Packing duty license number', and 'Tax authority' (highlighted with a red rectangle). The 'Giro money transfer slip' section includes 'Giro money transfer slip on sales invoice', 'Giro money transfer slip on interest note', 'Giro money transfer slip on collection letter', and 'Giro money transfer slip on the project invoice'. The 'Delivery' section includes 'UPS zone', 'Delivery terms', 'Mode of delivery', 'Delivery reason', 'Destination code', and 'Receipt calendar'. The 'RFID tagging' section includes 'Item tagging', 'Case tagging', and 'Pallet tagging'. The 'Intercompany' section includes 'Autocreate intercompany orders', 'Direct delivery', and 'Allow indirect creation'. The 'E-Invoice' section includes 'EAN'. On the right side, there is a 'Transactions' panel with buttons for 'Balance', 'Setup', 'Trade agmt.', 'Functions', 'Inquiry', and 'Forecast (G)'.

3. Type **Tax office for customer** in the **Tax authority** field.
4. Close the form.
5. Click **Accounts receivable** > **Sales order**.

(dat) Sales order 00401_036 , Name Light and Design , Item name Battery Baby R14

Overview | General | Setup | Address | Delivery | Price/Discount | Postings | Other | References | Dimension

Sales order	Customer account	Invoice account	Order type	Status	Curre...	Project	Blanket order
00390_036	4006	4006	Item requirements	Open order	USD	40060	
00391_036	4007	4007	Item requirements	Open order	USD	40070	
00392_036	4008	4008	Item requirements	Open order	EUR	40080	
00394_036	4009	4009	Item requirements	Open order	EUR	40090	
00395_036	4000	4000	Sales order	Open order	USD		
00396_036	4003	4003	Sales order	Open order	USD		
00397_036	4019	4019	Sales order	Open order	USD		
00398_036	4000	4000	Sales order	Open order	USD		
00399_036	4003	4003	Sales order	Open order	USD		
00400_036	4034	4034	Sales order	Open order	USD		
00401_036	4000	4000	Sales order	Open order	CAD		

Simple
Posting ▶
Setup ▶
Functions ▶
Inquiries ▶
Trade agmt. ▶
Intercompany ▶
Available dates

Lines | General | Setup | Address | Quantity | Price/Discount | Other | Dimension

Item number	Ware...	Batch number	Serial number	Quantity	Unit	Unit price	Discount	Disc...	N...
B-R14	GW			1.00	Pcs				

Setup (G) ▶
Functions (J) ▶
Inquiries ▶
Calculation (K) ▶
Inventory ▶
Intercompany (Z) ▶
Configure line (1) ▶
Product model (2) ▶
Available dates (3)

- Press **CTRL+N** to create a new sales order.
- Click **YES** when a message appears and you have the option to transfer vendor information.
- Press **CTRL+Page Down** to move to the lower pane of the **Sales order** form.
- Select an item in the **Item number** field.
- Click **Posting > Packing slip**.

The screenshot shows the 'Posting packing slip' dialog box. The 'Quantity' dropdown is set to 'Deliver now' and is highlighted with a red box. The 'Print packing slip' checkbox is checked and highlighted with a yellow box. The 'Pre-printed No.' field is highlighted with a green box. The dialog includes tabs for Parameters, Other, and Bill of lading, and buttons for Select, Arrange, Totals, Sales tax, Printer setup, and Shipments.

11. Select **All** in the **Quantity** field.
12. Select the **Print packing slip** check box and type the number of the packing slip in the **Pre-printed No.** field.
13. Click **OK**.
14. Verify that the sales packing slip is printed and contains the local tax authority name.
15. Close the sales packing slip.
16. Repeat steps 5 through 9 to create a new sales order.
17. Click **Posting > Invoice**.

18. Select **All** in the **Quantity** field and select the **Print invoice** check box.
19. Type a number for the invoice in the **Pre-printed No.** field and select a packing slip in the **Packing slip** field.
20. Click **OK**.
21. Verify that the invoice is printed and contains the local tax authority name.
22. Close the report.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Form name and locator

Customers

Accounts receivable > Customers

Posting packing slip (form)

Accounts receivable > Sales order > Posting > Packing slip

Posting invoice (form)

Accounts receivable > Sales order > Posting > Invoice

Posting invoice (form)

Accounts receivable > Sales order > Posting > Invoice

Description

Setup tab

Tax authority

Enter the name of the local tax authority that will be printed in reports.

Parameters tab

Pre-printed No. field

Specify a number of the sales packing slip posted.

Parameters tab

Pre-printed No. field

Specify a number of the invoice posted.

Parameters tab

Packing slip field

Select a sales packing slip number that will be printed on the invoice.

Invoice with packing slip

You can set up preprinted packing slip numbers and then select related packing slips when posting the sales invoice.

For more information, refer to the following topics:

- [Verify preprinted packing list number](#)
- [Forms that are modified for this feature](#)

Verify preprinted packing slip number

1. Click **Accounts receivable** > **Sales order**.

(dat) Sales order 00401_036 , Name Light and Design , Item name Battery Baby R14

Overview | General | Setup | Address | Delivery | Price/Discount | Postings | Other | References | Dimension

Sales order	Customer account	Invoice account	Order type	Status	Curre...	Project	Blanket order
00390_036	4006	4006	Item requirements	Open order	USD	40060	
00391_036	4007	4007	Item requirements	Open order	USD	40070	
00392_036	4008	4008	Item requirements	Open order	EUR	40080	
00394_036	4009	4009	Item requirements	Open order	EUR	40090	
00395_036	4000	4000	Sales order	Open order	USD		
00396_036	4003	4003	Sales order	Open order	USD		
00397_036	4019	4019	Sales order	Open order	USD		
00398_036	4000	4000	Sales order	Open order	USD		
00399_036	4003	4003	Sales order	Open order	USD		
00400_036	4034	4034	Sales order	Open order	USD		
00401_036	4000	4000	Sales order	Open order	CAD		

Simple
Posting ▶
Setup ▶
Functions ▶
Inquiries ▶
Trade agmt. ▶
Intercompany ▶
Available dates

Lines | General | Setup | Address | Quantity | Price/Discount | Other | Dimension

Item number	Ware...	Batch number	Serial number	Quantity	Unit	Unit price	Discount	Disc...	N...
B-R14	GW			1.00	Pcs				

Setup (G) ▶
Functions (J) ▶
Inquiries ▶
Calculation (K) ▶
Inventory ▶
Intercompany (Z) ▶
Configure line (1) ▶
Product model (2) ▶
Available dates (3) ▶

2. Press **CTRL+N** to create a new sales order.
3. Select a customer in the **Customer** field.
4. Click **YES** when asked whether to transfer customer information.
5. Press **CTRL+Page Down** to move to the lower pane of the **Sales order** form.
6. Select an item in the **Item number** field.
7. Click **Posting** > **Packing slip**.

[dat] Posting packing slip

Parameters | Other | Bill of lading

Parameter: Quantity: **Deliver now** Print options: Print: Current

Posting: ☒ Print packing slip: ☒

Late selection: ☐ Print return bill of lading: ☐

Reduce quantity: ☐ Use print management destination: ☐

Print C.O.D.: ☐

Print shipping labels: ☐

Print bill of exchange: ☐

Select
Arrange
Totals
Sales tax
Printer setup ▶
Shipments

Overview | Setup | Lines | Line details | Sales orders

	Update	Sales order	Name	Curre...	Pre-printed...
▶	!	Packing slip	00403_036 Light and Design	USD	

OK Cancel Batch

8. Select **All** in the **Quantity** field.
9. Select the **Print packing slip** check box and type a number of the packing slip in the **Pre-printed No.** field.
10. Click **OK**.
11. Verify that the sales packing slip is printed.
12. Close the sales packing slip report.
13. Select the sales order, which should have a **Delivered** status, and click **Posting > Invoice**.

14. Select **All** in the **Quantity** field and select the **Print invoice** check box.
15. Type a number for the invoice in the **Pre-printed No.** field and select the packing slip in the **Packing slip** field.
16. Click **OK**.
17. Verify that the invoice is printed and contains the preprinted number and the sales packing slip number.
18. Close the report.
19. Click **Accounts receivable** > **Sales order**.
20. Select the sales order, which should have an **Invoiced** status and click **Inquiries** > **Packing slip**.
21. Verify that the **Pre-printed packing slip No.** and **Pre-printed invoice number** fields in the **Packing slip journal** are filled in with numbers you entered in step 9 and step 15 correspondingly, and close the form.
22. Repeat steps 19 and 20 but click **Inquiries** > **Invoice**.
23. Verify that the **Packing slip number** and **Pre-printed invoice number** fields in the **Invoice Journal** are filled in with numbers you entered in step 9 and step 15 correspondingly, and close the form.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Form name and locator

Posting packing slip (form)

Accounts receivable > Sales order > Posting > Packing slip

Posting invoice (form)

Accounts receivable > Sales order > Posting > Invoice

Posting invoice (form)

Accounts receivable > Sales order > Posting > Invoice

Description

Parameters tab

Pre-printed No. field

Specify a number for the posted sales packing slip.

Parameters tab

Pre-printed No. field

Specify a number for the posted invoice.

Parameters tab

Packing slip field to print on the invoice.

Invoice and packing slip numbers

You can print serial numbers on the preprinted sales invoice and packing slip forms. You also can use the same numbering both for a sales invoice and packing slip preprinted forms. However, if the packing slip or invoice is longer than one page, only the preprinted number of the first page is stored in the system.

You can use preprinted numbers as numbers sequences for returned packing slips. The preprinted numbers are transferred to the sales packing slip journal or to invoice journal, accordingly. If specified, they are printed on the packing slip or invoice. If they are not specified, no preprinted number is set up while posting, but you can assign some preprinted numbers or change the existing ones from the forms that are listed below:

- **Change pre-printed No.** (Accounts receivable > Periodic > Sales update > TR periodic > Update pre-printed invoice No.)
- **Change pre-printed No.** (Accounts receivable > Periodic > Sales update > TR periodic > Update pre-printed packing slip No.)
- **Delete sales invoice No. on the packing slip** (Accounts receivable > Periodic > Sales update > TR periodic > Delete sales invoice No. on the packing slip)

For more information, refer to the following topics:

- [Verify preprinted packing slip and invoice numbers](#)
- [Update preprinted packing slip and invoice numbers](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Verify preprinted packing slip and invoice numbers

1. Click **Accounts receivable** > **Sales order**.

(dat) Sales order 00401_036 , Name Light and Design , Item name Battery Baby R14

Overview | General | Setup | Address | Delivery | Price/Discount | Postings | Other | References | Dimension

Sales order	Customer account	Invoice account	Order type	Status	Curre...	Project	Blanket order
00390_036	4006	4006	Item requirements	Open order	USD	40060	
00391_036	4007	4007	Item requirements	Open order	USD	40070	
00392_036	4008	4008	Item requirements	Open order	EUR	40080	
00394_036	4009	4009	Item requirements	Open order	EUR	40090	
00395_036	4000	4000	Sales order	Open order	USD		
00396_036	4003	4003	Sales order	Open order	USD		
00397_036	4019	4019	Sales order	Open order	USD		
00398_036	4000	4000	Sales order	Open order	USD		
00399_036	4003	4003	Sales order	Open order	USD		
00400_036	4034	4034	Sales order	Open order	USD		
00401_036	4000	4000	Sales order	Open order	CAD		

Simple
Posting ▶
Setup ▶
Functions ▶
Inquiries ▶
Trade agmt. ▶
Intercompany ▶
Available dates

Lines | General | Setup | Address | Quantity | Price/Discount | Other | Dimension

Item number	Ware...	Batch number	Serial number	Quantity	Unit	Unit price	Discount	Disc...
B-R14	GW			1.00	Pcs			

Setup (G) ▶
Functions (J) ▶
Inquiries ▶
Calculation (K) ▶
Inventory ▶
Intercompany (Z) ▶
Configure line (1) ▶
Product model (2) ▶
Available dates (3)

2. Press **CTRL+N** to create a new sales order.
3. Select a customer in the **Customer** field.
4. Click **YES** when a message appears and you have the option to transfer customer information.
5. Press **CTRL+Page Down** to move to the lower pane of the **Sales order** form.
6. Select an item in the **Item number** field.
7. Click **Posting > Packing slip**.

The screenshot shows the 'Posting packing slip' dialog box. The 'Quantity' dropdown is set to 'Deliver now'. The 'Print packing slip' checkbox is checked. The 'Pre-printed No.' field is empty. The dialog includes tabs for Parameters, Other, and Bill of lading, and buttons for Select, Arrange, Totals, Sales tax, Printer setup, and Shipments.

8. Select **All** in the **Quantity** field.
9. Select the **Print packing slip** check box and type a number for the packing slip in the **Pre-printed No.** field.
10. Click **OK**.
11. Verify that the sales packing slip is printed.
12. Close the sales packing slip report.
13. Select the sales order, which should have a **Delivered** status and click **Posting > Invoice**.

14. Select **All** in the **Quantity** field and select the **Print invoice** check box.
15. Type a number for the invoice in the **Pre-printed No.** field and select the packing slip in the **Packing slip** field.
16. Click **OK**.
17. Verify that the invoice is printed and contains the preprinted number and the sales packing slip number.
18. Close the report.
19. Click **Accounts receivable** > **Sales order**.
20. Select the sales order, which should have an **Invoiced** status and click **Inquiries** > **Packing slip**.
21. Verify that the **Pre-printed packing slip No.** and **Pre-printed invoice number** fields in the **Packing slip journal** are filled in with numbers you entered in step 9 and step 15 correspondingly, and close the form.
22. Repeat steps 19 and 20 but click **Inquiries** > **Invoice**.
23. Verify that the **Packing slip number** and **Pre-printed invoice number** fields in the **Invoice Journal** are filled in with numbers you entered in step 9 and step 15 correspondingly, and close the form.

Update preprinted packing slip and invoice numbers

1. Click **Accounts receivable > Periodic > Sales update > TR periodic > Update pre-printed packing slip No.**



2. In the **Packing slip** field, select the packing slip created and type a new number for it in the **New number** field.
3. Click **OK**.
4. Click **Accounts receivable > Sales order**.
5. Select the sales order and click **Inquiries > Packing slip**.
6. Verify that the **Packing slip journal** contains the updated preprinted packing slip number, and close the form.
7. **Note:** The preprinted invoice numbers can be changed in the similar way as the preprinted packing slip numbers by using the **Change pre-printed No.** form (**Accounts receivable > Periodic > Sales update > TR periodic > Update pre-printed invoice No.**).

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator	Description
Update pre-printed packing slip No. (form) Accounts receivable > Periodic > Sales update > TR periodic > Update pre-printed packing slip No.	Set up or change preprinted numbers for the sales packing slips.
Update pre-printed invoice No. (form) Accounts receivable > Periodic > Sales update > TR periodic > Update pre-printed invoice No.	Set up or change pr-printed numbers for the sales invoices.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Form name and locator

Posting packing slip (form)

Accounts receivable > Sales order > Posting > Packing slip

Posting invoice (form)

Accounts receivable > Sales order > Posting > Invoice

Packing slip journal (form)

Accounts receivable > Sales order > Inquiries > Packing slip

Packing slip journal (form)

Accounts receivable > Sales order > Inquiries > Packing slip

Invoice Journal (form)

Accounts receivable > Sales order > Inquiries > Invoice

Invoice Journal (form)

Accounts receivable > Sales order > Inquiries > Invoice

Description

Parameters tab

Pre-printed No. field

Specify a number of the posted sales packing slip.

Parameters tab

Pre-printed No. field

Specify a number of the posted invoice.

Overview tab

Pre-printed packing slip No. field

The preprinted packing slip number.

Overview tab

Pre-printed invoice field

The preprinted invoice number.

Overview tab

Pre-printed invoice field

The preprinted invoice number.

Overview tab

Packing slip field

The sales packing slip number that is printed on the invoice.

Invoice in local currency for sales orders in foreign currency

You can print an invoice in the local currency when you invoice the order in foreign currency. You must set up the exchange rate that will be used during printing and select the **Print with local currency** invoicing type on the **Setup** tab of the **Customers** form (**Accounts receivable > Customers**).

For more information, refer to the following topics:

- [Print invoice in local currency](#)
- [Forms that are modified for this feature](#)

Print invoice in local currency

1. Click **Accounts receivable > Customers**.
2. Select a customer and click the **Setup** tab.

[dat] Customers - Customer account: 4000, Light and Design

Overview | General | Setup | Sales order | Address | Contact information | Payment | Dimension

Invoice

Invoice account:

Invoice address:

Number sequence group:

Form for invoicing:

Invoicing type:

Giro money transfer slip

Giro money transfer slip on sales invoice:

Giro money transfer slip on interest note:

Giro money transfer slip on collection letter:

Giro money transfer slip on the project invoice:

Delivery

UPS zone:

Delivery terms:

Mode of delivery:

Delivery reason:

Destination code:

Receipt calendar:

Sales tax

Sales tax group:

Tax number:

Prices incl. sales tax: ☐

Packing duty license number:

Tax authority:

Enterprise number:

Fiscal code:

Tax border number:

Packing material fee

Packing material fee license number:

RFID tagging

Item tagging: ☐

Case tagging: ☐

Pallet tagging: ☐

Intercompany

Autocreate intercompany orders: ☐

Direct delivery: ☐

Allow indirect creation: ☐

E-Invoice

EAN:

Transactions

Balance

Setup

Trade agmt.

Functions

Inquiry

Forecast (G)

3. Select **Print with local currency** in the **Invoicing type** field.
4. Close the form.
5. Click **Accounts receivable > Sales order**.

(dat) Sales order 00401_036 , Name Light and Design , Item name Battery Baby R14

Overview | General | Setup | Address | Delivery | Price/Discount | Postings | Other | References | Dimension

Sales order	Customer account	Invoice account	Order type	Status	Curre...	Project	Blanket order
00390_036	4006	4006	Item requirements	Open order	USD	40060	
00391_036	4007	4007	Item requirements	Open order	USD	40070	
00392_036	4008	4008	Item requirements	Open order	EUR	40080	
00394_036	4009	4009	Item requirements	Open order	EUR	40090	
00395_036	4000	4000	Sales order	Open order	USD		
00396_036	4003	4003	Sales order	Open order	USD		
00397_036	4019	4019	Sales order	Open order	USD		
00398_036	4000	4000	Sales order	Open order	USD		
00399_036	4003	4003	Sales order	Open order	USD		
00400_036	4034	4034	Sales order	Open order	USD		
00401_036	4000	4000	Sales order	Open order	CAD		

Simple
Posting ▶
Setup ▶
Functions ▶
Inquiries ▶
Trade agmt. ▶
Intercompany ▶
Available dates

Lines | General | Setup | Address | Quantity | Price/Discount | Other | Dimension

Item number	Ware...	Batch number	Serial number	Quantity	Unit	Unit price	Discount	Disc...
B-R14	GW			1.00	Pcs			

Setup (G) ▶
Functions (J) ▶
Inquiries ▶
Calculation (K) ▶
Inventory ▶
Intercompany (Z) ▶
Configure line (1) ▶
Product model (2) ▶
Available dates (3)

- Press **CTRL+N** to create a new sales order.
- Select a customer in the **Customer** field.
- Click **YES** when asked whether to transfer customer information and note the currency for the customer in the **Currency** field.

Note: The local currency for the customer should be different from the primary currency. To verify that the currencies are different, click **Basic > Setup > Company information**, then click the **Other** tab and verify the primary currency in the **Currency** field. If the currencies are the same, change the primary currency.

- Press **CTRL+Page Down** to move to the lower pane of the **Sales order** form.
- Select an item in the **Item number** field and click **Posting > Invoice**.

11. Verify that the **Invoicing type** field is set to **Print with local currency** and enter some different exchange rate in the **Exchange rate** field.

Note: If you have not set up the **Print with local currency** invoice type for the customer, the **Invoicing type** field group is not displayed in the form.

12. Select **All** in the **Quantity** field and select the **Print invoice** check box.
13. Click **OK**.
14. Verify that the invoice is printed in the local currency according to the exchange rate you have set up, and close the report.
15. Click **Accounts receivable** > **Sales order**.
16. Select the sales order and click **Inquiries** > **Invoice**.
17. Verify that the invoice is posted in the local currency and close the report.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Form name and locator

Customers (form)

Accounts receivable > Customers

Posting invoice (form)

Accounts receivable > Sales order > Posting > Invoice

Posting invoice (form)

Accounts receivable > Sales order > Posting > Invoice

Description

Setup tab

Invoicing type field

Specify whether customer invoices should be printed in the default (**Original**) or in the local for the customer currency (**Print with local currency**).

Parameters tab

Invoicing type field

Select whether the invoice should be printed in the default (**Original**) or in in local currency (**Print with local currency**).

Parameters tab

Exchange rate field

Specify the exchange rate for converting the foreign currency on the customer invoice into the local currency and printing the invoice in the local currency.

Default invoice format

You can use more than one format for printing invoices. The default invoice format is set up on the **Setup** tab of the **Customers** form (**Accounts receivable > Customers**).

For more information, refer to the following topics:

- [Set up an invoice format](#)
- [Forms that are modified for this feature](#)

Set up an invoice format

1. Click **Accounts receivable > Customers**.
2. Select a customer and click the **Setup** tab.

(iro) Customers - Customer account: 4000, Light and Design

Overview General Setup Sales order Address Contact information Payment Dimension

Invoice

Invoice account:

Invoice address:

Number sequence group:

Form for invoicing:

Invoicing type:

Giro money transfer slip

Giro money transfer slip on sales invoice:

Giro money transfer slip on interest note:

Giro money transfer slip on collection letter:

Giro money transfer slip on the project invoice:

Delivery

UPS zone:

Delivery terms:

Mode of delivery:

Delivery reason:

Destination code:

Receipt calendar:

Sales tax

Sales tax group:

Tax number:

Prices incl. sales tax: ☐

Packing duty license number:

Tax authority:

Enterprise number:

Fiscal code:

Tax border number:

Packing material fee

Packing material fee license number:

RFID tagging

Item tagging: ☐

Case tagging: ☐

Pallet tagging: ☐

Intercompany

Autocreate intercompany orders: ☐

Direct delivery: ☐

Allow indirect creation: ☐

E-Invoice

EAN:

Transactions

Balance

Setup

Trade agmt.

Functions

Inquiry

Forecast (G)

3. In the **Form for invoicing** field, select a format for invoices and close the form.

Note: At the time of this release, only the **Original** format is available.

4. Click **Accounts receivable > Sales order**.

(dat) Sales order 00401_036 , Name Light and Design , Item name Battery Baby R14

Overview | General | Setup | Address | Delivery | Price/Discount | Postings | Other | References | Dimension

Sales order	Customer account	Invoice account	Order type	Status	Curre...	Project	Blanket order
00390_036	4006	4006	Item requirements	Open order	USD	40060	
00391_036	4007	4007	Item requirements	Open order	USD	40070	
00392_036	4008	4008	Item requirements	Open order	EUR	40080	
00394_036	4009	4009	Item requirements	Open order	EUR	40090	
00395_036	4000	4000	Sales order	Open order	USD		
00396_036	4003	4003	Sales order	Open order	USD		
00397_036	4019	4019	Sales order	Open order	USD		
00398_036	4000	4000	Sales order	Open order	USD		
00399_036	4003	4003	Sales order	Open order	USD		
00400_036	4034	4034	Sales order	Open order	USD		
00401_036	4000	4000	Sales order	Open order	CAD		

Simple
Posting ▶
Setup ▶
Functions ▶
Inquiries ▶
Trade agmt. ▶
Intercompany ▶
Available dates

Lines | General | Setup | Address | Quantity | Price/Discount | Other | Dimension

Item number	Ware...	Batch number	Serial number	Quantity	Unit	Unit price	Discount	Disc...
B-R14	GW			1.00	Pcs			

Setup (G) ▶
Functions (J) ▶
Inquiries ▶
Calculation (K) ▶
Inventory ▶
Intercompany (Z) ▶
Configure line (1) ▶
Product model (2) ▶
Available dates (3) ▶

- Press **CTRL+N** to create a new sales order.
- Select the customer from step 2 in the **Customer** field.
- Click **YES** when asked whether to transfer customer information.
- Press **CTRL+Page Down** to move to the lower pane of the **Sales order** form.
- Select an item in the **Item number** field and click **Posting > Invoice**.

10. Verify that the **Form for invoicing** field is set to **Original** and close the form.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Form name and locator

Customers (form)

Accounts receivable > Customers

Posting invoice (form)

Accounts receivable > Sales order > Posting > Invoice

Description

Form for invoicing

Select the invoice format for the customer. At the time of this release, only the **Original** format is available.

Form for invoicing

The default invoice design for the customer.

Calculate Value-Added Tax (VAT) on customer interest

According to the Turkish tax code system, you must calculate VAT not only on fees, but also on interest.

For more information, refer to the following topics:

- [Preliminary setup – Set up interest for payment overdue](#)

- [Preliminary setup – Set up a posting profile](#)
- [Verify VAT calculation on customer interest](#)

Preliminary setup – Set up interest for payment overdue

1. Click **Accounts receivable > Setup > Interest and collection letter > Interest.**

The screenshot shows the SAP Interest Setup window. The title bar indicates the current interest code is '15D-2%, 2% after 15 days'. The 'Overview' tab is selected, displaying a list of interest codes and their descriptions. The 'Terms of interest' section is also visible, showing a table with columns for currency, description, fee account, fee in currency, item sales, and minimum amount. A 'Language texts' button is located on the right side of the window.

Int...	Description
D-2%	2% after 15 days
1M...	3% after 1 month
1M...	5% after 1 month

Curre...	Description	Fee account	Fee in currency	Item sal...	Minimum amount
USD	2% after 15 days	403100	0.00		0.00

2. Press **CTRL+N** to create a new line.
3. Type **5%** in the **Interest code** field and click the **Setup** tab.

Interest - New Record

Overview | General | Setup

Interest earnings **Interest payments** **Days of grace**

Debit %: 0.00 Credit %: 0.00 Days: 0

Debit calculation per: 0 Day/Mth: Day Credit calculation per: 0 Day/Mth: Day

Ledger posting debit: Ledger posting credit:

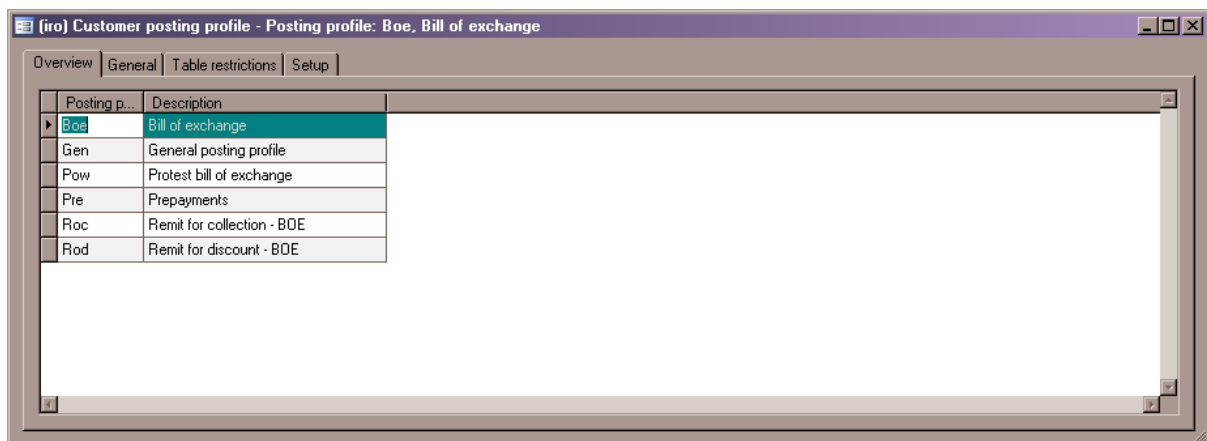
Terms of interest | General

Curre...	Description	Fee account	Fee in currency	Item sal...	Minimum amount	Language texts
* USD			0.00		0.00	

4. To set up interest for late payments, enter the following information in the upper pane of the form:
 - **Debit = 10**
 - **Debit calculation per = 1**
 - **Day/Mth. = Day**
 - **Ledger posting debit = 130500**
 - **Credit = 10**
 - **Credit calculation per = 1**
 - **Day/Mth. = Day**
 - **Ledger posting credit = 130500 – Interest receivable**
5. Close the form.

Preliminary setup – Set up a posting profile

1. Click **Accounts receivable > Setup > Posting profiles**.



2. Press **CTRL+N** to create a new posting profile.
3. Enter the following information:
 - **Posting profile = Inter**
 - **Description = Interest**
4. Click the **Table restrictions** tab and select the **Interest** check box.
5. Click the **Setup** tab and enter the following information:
 - **Account code = All**
 - **Summary account = 130100**
 - **Settle account = 110110**
 - **Interest = %10**
6. Close the form.

Verify VAT calculation on customer interest

1. Click **Accounts receivable > Free text invoice**.

(dat) Free text invoice

Overview | Invoice | Address | Payment | Dimension | Invoice lines | Dimension invoice line

Customer account	Invoice account	D.	Date	Curre...	Invoice	Pre-printe...
▶ 4000	4000	<input type="checkbox"/>	6/30/2006	USD	00001_013	
4031	4031	<input type="checkbox"/>	2/24/2006	GBP	00002_013	
4032	4032	<input type="checkbox"/>	1/5/2006	EUR	00003_013	
4032	4032	<input type="checkbox"/>	2/18/2006	EUR	00004_013	

Posting ▶
Setup ▶
Functions ▶
Printout ▶
Inquiries ▶
Error text

2. Press **CTRL+N** to create a new free text invoice.
3. Enter the following information:
 - **Customer account = 4000**
 - **Date = 10/10/2006**
4. Click the **Invoice** tab and type **10/15/2006** in the **Due** field.
5. Select **Inter** in the **Posting profile** field.
6. Click the **Invoice lines** tab and enter the following information:
 - **Ledger account = 410800**
 - **Amount = 200**
7. Click **Posting > Free text invoice**.

Post free text invoice

General | Batch

Parameters

Print: Current

Print invoice: ☐

Credit correction: ☐

Credit limit: Balance+All

Customer free text invoice

Invoice account: 4000

Date: 11/10/2006

Posted: No

Record-ID: 5637786546

Current options

Printer: \\uamain\UA-Navision-La

Print medium: Screen

Select

Options

OK Cancel

8. Click **OK**.
9. If a message is displayed, read it and close the form.
10. Click **Accounts receivable > Periodic > Interest and collection letter > Interest calculation**.

Interest calculation

General | Batch

Parameters

Invoice: ☐

Credit note: ☐

Payment: ☐

Interest: ☐

From date:

To date:

Round-off: 0.00

Use posting profile from: Account

Posting profile:

Customers

Customer account:

One-time customer:

Customer settlement

Open customer transactions

Select

OK Cancel

11. Select **4000** in the **Customer account** field and select **Inter** in the **Posting profile** field.
12. Click **OK**.
13. Click **Accounts receivable > Periodic > Interest and collection letter > Interest note**.

14. Verify that there is a record for the customer account **4000** and click **Print**.
15. Click **OK** and close the **Interest note** form.
16. Click **Accounts receivable** > **Customers**.
17. Select the account **4000** and click **Transactions**.
18. Verify that there are two transactions: one for total amount of VAT and one for VAT on interest, and close the form.

Additional reports in Accounts receivable

You can print several mandatory reports for **Accounts receivable** that are newly designed or modified. These reports are:

- **Detailed due day list**
- **Customer balance list with selected currency**
- **Customer account statement with secondary currency**
- **Customer account statement**
- **Internal account statement**

For more information, refer to the following topics:

- [Preliminary setup – Create transactions](#)
- [Print the Detailed due day list report](#)
- [Print the Customer account statement report](#)
- [Print the Internal account statement report](#)
- [Print the Customer account statement with secondary currency report](#)
- [Print the Customer balance with selected currency report](#)
- [Forms for this feature](#)

Preliminary setup – create transactions

1. Click **Accounts receivable** > **Free text invoice**.

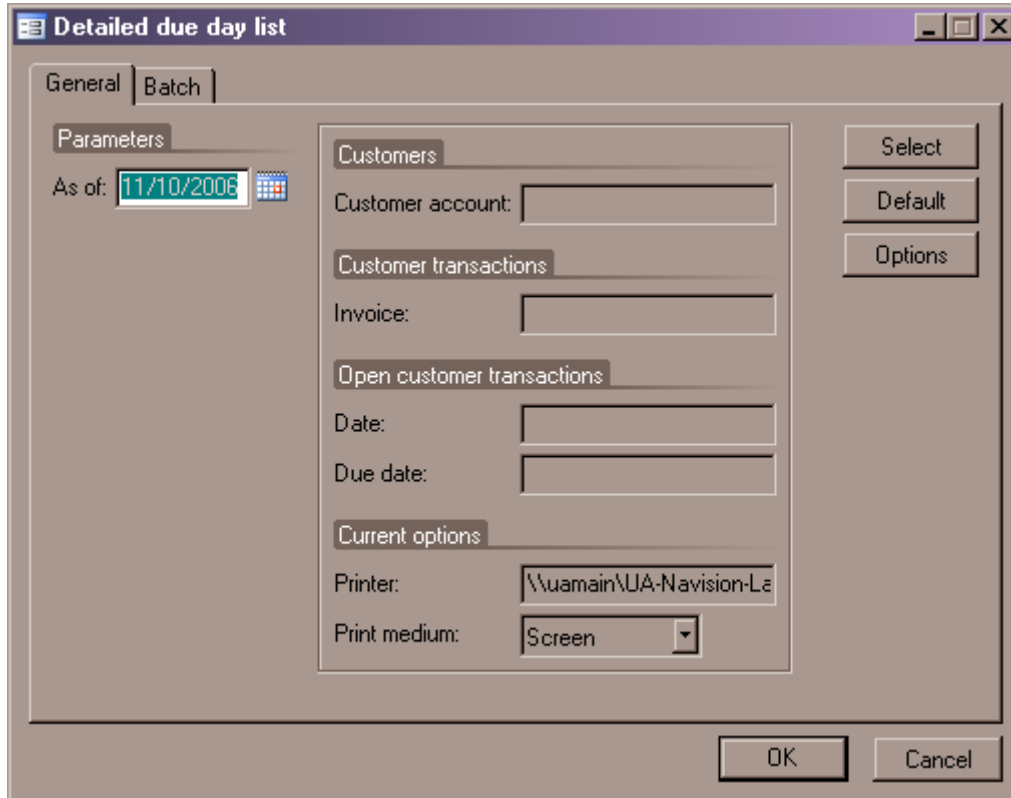
Customer account	Invoice account	O.	Date	Curre...	Invoice	Pre-printe...
4000	4000	<input type="checkbox"/>	6/30/2006	USD	00001_013	
4031	4031	<input type="checkbox"/>	2/24/2006	GBP	00002_013	
4032	4032	<input type="checkbox"/>	1/5/2006	EUR	00003_013	
4032	4032	<input type="checkbox"/>	2/18/2006	EUR	00004_013	

2. Press **CTRL+N** to create a new free text invoice.
3. Enter the following information:
 - **Customer account = 4000**
 - **Date = 10/10/2006**
4. Click the **Invoice** tab and type **10/15/2006** in the **Due** field.
5. Select **Inter** in the **Posting profile** field.
6. Click the **Invoice lines** tab and enter the following information:
 - **Ledger account = 410800**
 - **Amount = 200**
7. Click **Posting > Free text invoice**.
8. Click **OK**.
9. Close the form.
10. Click **Accounts receivable > Journals > Payments > Payment journal**.
11. Press **CTRL+N** to create a new journal.
12. Select **Cust_P** in the **Name** field and click **Lines**.
13. Create a transaction with the current date and select **Customer payment** in the **Transaction text type** field.
14. Select a customer in the **Account** field, specify the offset account, and enter **100** in the **Credit** field.
15. Click **Post > Post** and close all forms.

Print the Detailed due day list report

Print this report to view posted transactions with their due dates and amounts not settled yet.

1. Click **Accounts receivable > Reports > Status > Detailed due day list**.



2. Enter a date that is later than the transaction dates in the **As of** field.
3. Click **Select** and select the customer account **4000** in the **Criteria** field.
4. Click **OK**.
5. Click **OK** again.
6. Verify that the report contains all transactions posted with their due dates and that the remainder is not settled on the invoices.
7. Close the report.

Print the Customer account statement report

Print the report to view the customer's posted transactions within the specified period.

1. Click **Accounts receivable > Reports > External > Customer account statement**.

2. Type **1/10/2006** in the **From date** field and type a date that is later than the transaction dates in the **To date** field.
3. Click **Select** and select the customer account **4000** in the **Criteria** field.
4. Click **OK**.
5. Click **OK**.
6. Verify that the report is printed with the account statement for all posted transactions, and close the report.

Print the Internal account statement report

Print the report with the customer's posted transactions within the specified period and with debits and credits indicated for them.

1. Click **Accounts receivable > Reports > Transactions > Customer > Internal account statement**.

2. Enter a date that is later than the transaction date in the **To date** field.
3. Click **Select** and select the customer account **4000** in the **Criteria** field.
4. Click **OK**.
5. Click **OK**.
6. Verify that the report contains all transactions posted and that debit and credit are displayed in separate columns.
7. Close the report.

Print the Customer account statement with secondary currency report

Print the report to view the balance displayed in the secondary currency, which is set up and can be verified in the **Company information** form (**Basic > Setup > Company information**) on the **Other** tab.

1. Click **Basic > Setup > Company information** and select **EUR** in the **Secondary currency** field.

The screenshot shows the 'Company information' dialog box with the following fields and values:

- Currency:** USD
- Triangulation currency:** [Empty]
- Secondary currency:** [Empty] (highlighted with a yellow box)
- Company currency conversion:**
 - Conversion date: [Empty]
 - Default currency code before conversion: [Empty]
- Bank accounts:**
 - Bank account: [Empty]
 - Giro account: [Empty]
 - SIA code: [Empty]
 - Issuing signature: [Empty]
- Languages:**
 - Default language code: En-us
- Sales tax:**
 - Export: [Empty]
 - Branch/Subsidiary: [Empty]
 - Import: [Empty]
 - Branch/Subsidiary: [Empty]
 - Taxable representative: [Empty]
- Packing material fee:**
 - Packing material fee license number: [Empty]
- Shipping:**
 - Shipping calendar: STD

2. Close the form.
3. Click **General ledger > Setup > Exchange rates**.
4. Select **EUR** and type the current date in the **Start date** field for the currency exchange rate.
5. Close the form.
6. Click **Accounts receivable > Transactions > Customer > Customer account statement with secondary currency**.

The screenshot shows the 'Customer account statement with secondary currency' dialog box with the following fields and values:

- General** tab selected.
- From** and **To** date fields: [Empty]
- New page:** [Empty]
- Only open:** [Empty]
- Customer transactions:**
 - Customer account: [Empty]
 - Currency: [Empty]
- Current options:**
 - Printer: \\uamain\UA-Navision-La
 - Print medium: Screen

7. Enter a date that is later than the transaction dates in the **To date** field.
8. Click **Select** and select the customer account **4000** in the **Criteria** field.
9. Click **OK**.
10. Click **OK** again.
11. Verify that the report is printed with amounts in secondary currency, and close the report.

Print the Customer balance with selected currency report

Print the report to view the balance displayed in the selected currency.

1. Click **Accounts receivable > Transactions > Customer > Customer balance list with selected currency**.

The screenshot shows a software dialog box titled "Customer balance list with selected currency". It has two tabs: "General" and "Batch". The "General" tab is selected. Inside the "General" tab, there are several fields and buttons. On the left, there is an "As of:" field with the date "11/10/2006" and a calendar icon, a "Zero balance:" checkbox, an "Adjust" checkbox, and a "Currency code:" dropdown menu. On the right, there is a "Customers" section with a "Customer account:" field, and a "Current options" section with a "Printer:" field (showing "\\uamain\UA-Navision-L...") and a "Print medium:" dropdown menu (showing "Screen"). To the right of these sections are three buttons: "Select", "Default", and "Options". At the bottom right of the dialog are "OK" and "Cancel" buttons.

2. Enter a date that is later than the transaction date in the **As of** field.
3. Select a currency, for example, **USD**, in the **Currency code** field.
4. Click **Select** and select the customer account **4000** in the **Criteria** field.
5. Click **OK**.
6. Click **OK** again.
7. Verify that the report is printed with amounts in the **USD** currency, and close the report.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Detailed due day list (report)

Accounts receivable > Reports > Status > Detailed due day list

Customer balance list with selected currency code (report)

Accounts receivable > Reports > Transactions > Customer > Customer balance list with selected currency

Customer account statement with secondary currency (report)

Accounts receivable > Reports > Transactions > Customer > Customer account statement with secondary currency

Customer account statement (report)

Accounts receivable > Reports > External > Customer account statement

Internal account statement (report)

Accounts receivable > Reports > Transactions > Customer > Internal account statement

Description

Print a report with a list of due dates for the invoice payment by the customer.

Print a report with a balance for the selected customer account according to the currency and exchange rate that you select.

Print an account statement report that shows primary and secondary currencies.

Print an account statement for the customer.

Print an account statement report for the customer that shows balances as of due dates.

Free base amount for local currency

In Microsoft Dynamics AX 3.0, all currencies and their exchange rates were calculated and expressed for a hundred of monetary units. Therefore, in the local functionality for Turkey, it was possible to set up a free base amount for the local currency and you could print reports with the exchange rate expressed for one monetary unit.

In Microsoft Dynamics AX 4.0 you can calculate and display the exchange rate for any number of monetary units that you set up in the **Express exchange rate** field on the **Ledger** tab of the **General ledger** parameters form.

Spell amount numbers

In accordance with Turkish requirements and the following guidelines, you can now display amounts in words on the reports.

- Numbers in trillions are supported.
- For **174 TL** the spelling is **Hundred Seventy Four TL** (not **One Hundred Seventy Four TL**).
- The currency code **TL** (old Turkish lira) or **TRL** (Turkish lira) is printed before its one hundredth (1/100).
- **And** in the amount between text and 1/100 may be ignored.
- Negative amounts are supported.

You can verify the new number spelling in the following reports:

- **Cash receipt voucher** (General ledger > Reports > Journals > Cash accounting > Cash receipt voucher)
- **Cash disbursement voucher** (General ledger > Reports > Journals > Cash disbursement voucher)
- **Check receipt batch** report (Exchange notes > Reports > Check receipt batch report)

- **Promissory note batch report** (Exchange notes > Reports > Promissory note batch report)
- **Account journal entry** (General ledger > Reports > Transactions > TR reports > Account journal entry)

For more information, refer to the following topics:

- [Verify amount wording in purchase orders](#)
- [Verify amount wording in cash books](#)
- [Verify amount wording in exchange notes](#)
- [Verify amount wording in General ledger](#)

Verify amount wording in purchase orders

1. Click **Accounts payable > Purchase order**.

2. Press **CTRL+N** to create a new order.
3. Select **3000** in the **Account** field and click the **Setup** tab.
4. Select **tr** in the **Language** field.
5. Press **CTRL+Page Down** to move to the lower pane and enter the following information:
 - **Item number = B-R12**
 - **Unit price = 150.20**
6. Click the **Setup** tab and verify that the **Sales tax group** field is blank.
7. Click **Posting > Posting**.

The screenshot shows the 'Posting invoice' window. The 'Parameters' tab is selected, displaying settings for quantity, posting, and printing. The 'Print' dropdown is set to 'Current', and the 'Print invoice' checkbox is checked. A table below the parameters shows a single entry for 'Invoice' with purchase order '00231_049' and company name 'A. Datum Corporation'. The 'Invoice' column in the table is empty.

Update	Purchase or...	Name	Invoice
✓	Invoice	00231_049 A. Datum Corporation	

8. In the **Posting invoice** form, enter the following information:
 - **Quantity = All**
 - **Print invoice = selected**
9. Click **OK**.
10. Verify that the pro forma invoice is printed and its footer contains **Hundred Fifty USD Twenty and 0/100**.
11. Close the report.
12. Repeat steps 1 through 4.
13. In the lower pane of the **Purchase order** form, enter the following information:
 - **Item number = B-R12**
 - **Unit price = 1500000000000.20**
14. Repeat steps 6 through 9.
15. Verify that the pro forma invoice is printed and its footer contains **One Trillion Five Hundred Billion USD Twenty and 0/100**.
16. Close the report.

Verify amount wording in cash books

1. Click **General ledger > Setup > Journals > Journal names**.

(i2) Journal names

Overview | General | Dimension

Name	Description	Journal type	Voucher ...	Sales...	Accou...	Offset account	A	App.
Cash	Cash book	Cash	Acco_13		Ledger	170150	<input type="checkbox"/>	
Cust_D	Draw bills of exchange	Customer draw bill of excha...	Ledger_9		Ledger		<input type="checkbox"/>	
Cust_P	Customer Payment	Customer payment	Ledger_1		Ledger		<input type="checkbox"/>	
Cust_Pr	Protest Bill of exchange	Customer protest bill of exc...	Ledger_10		Ledger		<input type="checkbox"/>	
Cust_R	Customer Remittance	Customer bank remittance	Ledger_2		Ledger		<input type="checkbox"/>	
Cust_Re	Redrawn of bill of exchan...	Customer redraw bill of exc...	Ledger_11		Ledger		<input type="checkbox"/>	
Cust_Se	Cust_Se	Customer settle bill of exc...	Ledger_14		Ledger		<input type="checkbox"/>	
Day1	Daily Journal 1	Daily	Ledger_3		Ledger		<input type="checkbox"/>	
Day2	Petty cash journal	Daily	Ledger_3		Ledger		<input type="checkbox"/>	
EXC		Exchange notes	Virt_117		Bank		<input type="checkbox"/>	
FA_WDO...	FA write-down adjustment	Post fixed assets	FA_WDO...		Ledger		<input type="checkbox"/>	
FA_WUP	FA write-up adjustment	Post fixed assets	FA_WUP		Ledger		<input type="checkbox"/>	
FAA	FA acquisition journal	Post fixed assets	FAA		Ledger		<input type="checkbox"/>	
FAA_ADJ	FA acq. adjustment journal	Post fixed assets	FAA_ACQ		Ledger		<input type="checkbox"/>	
FAB	FA budget journal	Fixed asset budget	FAB		Ledger		<input type="checkbox"/>	
FAD	FA depreciation journal	Post fixed assets	FAD		Ledger		<input type="checkbox"/>	
FAD_ADJ	FA depr. adjustment journal	Post fixed assets	FAD_ADJ		Ledger		<input type="checkbox"/>	
FAD_EXT	FA extraordinary deprecia...	Post fixed assets	FAD_EXT		Ledger		<input type="checkbox"/>	
FAD_TAX	FA tax depreciation journal	Post fixed assets	FAD_TAX		Ledger		<input type="checkbox"/>	
FADISP_S...	FA disposal sale journal	Post fixed assets	FADISP_S...		Ledger		<input type="checkbox"/>	
FADISP_S...	FA disposal scrap journal	Post fixed assets	FADISP_S...		Ledger		<input type="checkbox"/>	
FAREVAL	FA revaluation journal	Post fixed assets	FAREVAL		Ledger		<input type="checkbox"/>	
FATRAN	FA transfer journal	Post fixed assets	FATRAN		Ledger		<input type="checkbox"/>	
Inv_A	Invoice approval	Approval	Ledger_4		Ledger		<input type="checkbox"/>	
Inv_R	Invoice register	Invoice register	Ledger_5		Ledger		<input type="checkbox"/>	
Per	Periodic Journal	Periodic	Ledger_6		Ledger		<input type="checkbox"/>	

Journal control
Create posting journal
Dimension set rules

- Press **CTRL+N** to create a new line and enter the following information:
 - Name = Cash**
 - Description = Cash book**
 - Journal type = Cash**
 - Voucher series = Acco_13**
 - Offset account = 170150**
- Click the **General** tab and select **Cash receipt** in the **Transaction text** field.
- Close the form.
- Click **Basic > Setup > Create voucher types**.

(ir2) Create voucher types - Transaction text: Ledger - Exchange adjustment, tr

Overview | Exchange note control

Voucher type	Journal type	S.	Lang...	Transaction text	Text
Accrual	Daily	<input type="checkbox"/>	tr	Ledger - Exchange adjustment	Rate adjustment %2
Accrual	Daily	<input type="checkbox"/>	user	Ledger - Consolidation	Consolidation %1 %2
Accrual	Daily	<input type="checkbox"/>	user	Ledger - Penny differences in default currency	Penny difference
Accrual	Daily	<input type="checkbox"/>	user	Ledger - Opening transaction	Opening transaction %1 %2
Accrual	Daily	<input type="checkbox"/>	user	Ledger - Penny-rounding in secondary currency	Penny diff. 2nd currency
Accrual	Daily	<input type="checkbox"/>	user	Ledger - Closing transaction	Closing transaction %1 %2
Accrual	Daily	<input type="checkbox"/>	user	Customer - Invoice, Ledger	Invoice %2
Accrual	Daily	<input type="checkbox"/>	user	Customer - Invoice, Customer	Invoice %2
Accrual	Daily	<input type="checkbox"/>	user	Customer - Credit note, Ledger	Credit note %2
Accrual	Daily	<input type="checkbox"/>	user	Customer - Credit note, Customer	Credit note %2
Accrual	Daily	<input type="checkbox"/>	user	Customer - Exch. adj., Ledger	Currency rate adj. %2
Accrual	Daily	<input type="checkbox"/>	user	Customer - Exch. adj., Customer	Currency rate adj. %2
Accrual	Daily	<input type="checkbox"/>	user	Customer - Cash discount, Ledger	Discount %2

6. Press **CTRL+N** to create a new line and enter the following information:
 - **Voucher type = Receipt**
 - **Journal type = Cash**
 - **Transaction text = Cash receipt**
 - **Setup record = cleared**
7. Close the form.
8. Click **General ledger > Journals > Cash journal entry**.
9. Press **CTRL+N** to create a new journal.
10. Select **Cash** in the **Name** field and click **Lines**.
11. Press **CTRL+N** to create a new line and enter the following information:
 - **Account = 110180**
 - **Credit = 100**
12. Click **Post > Post** and close all forms.
13. Click **General ledger > Reports > Journals > Cash accounting > Cash receipt voucher**.

Cash receipt voucher

General | Batch

Ledger journal table

Batch:

Journal lines

Batch:

Current options

Printer:

Print medium:

Select
Default
Options

OK Cancel

14. Click **OK**.
15. Select **Cash** in the **Journal name** field and click **OK**.
16. Verify that the report is printed correctly and contains **Hundred USD**.
17. Close the report.
18. Click **General ledger > Journals > Cash journal entry**.
19. Repeat steps 9 through 11 and enter the following information:
 - **Transaction text type = Cash disbursement**
 - **Account = 110180**
 - **Debit = 5000.5**
20. Click **Post > Post** and close the form.
21. Click **General ledger > Reports > Journals > Cash accounting > Cash disbursement voucher**.

Cash disbursement voucher

General | **Batch**

Ledger journal table

Batch:

Journal lines

Batch:

Ledger transaction text

Transaction text:

Current options

Printer: \\uamain\UA-Navision-La

Print medium:

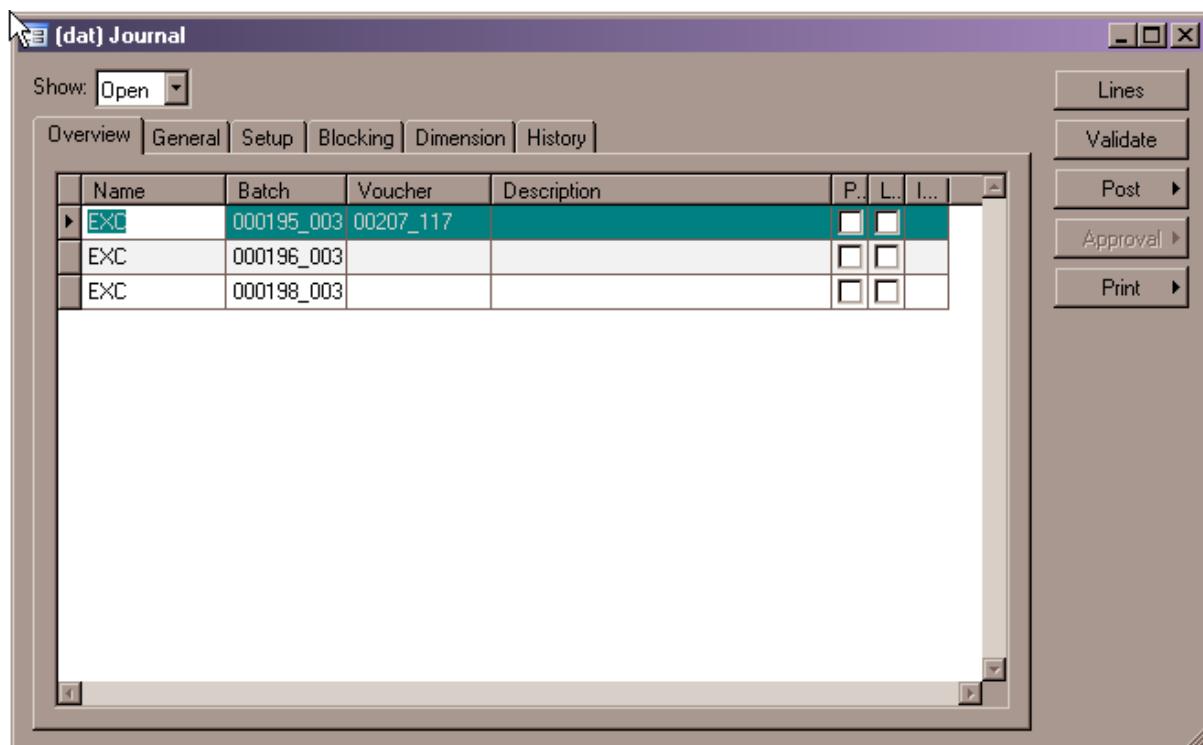
Select
Default
Options

OK Cancel

22. Click **OK**.
23. Select **Cash** in the **Journal name** field and click **OK**.
24. Verify that the report is printed correctly and contains **Five Thousand USD Fifty and 0/100**.
25. Close the report.

Verify amount wording in exchange notes

1. Click **Exchange notes** > **Exchange note journal**.



2. Press **CTRL+N** to create a new journal.
3. Select **EXC** in the **Name** field and click **Lines**.
4. Press **CTRL+N** to create a new line and enter the following information:
 - **Account = 4000**
 - **Credit = 150.20**
 - **Offset account = Tr Bank.**
5. Click the **Payment** tab and type **10/01/2006** in the **Due date** field.
6. Click **Print > Check batch report**.
7. Click **OK**.
8. Verify that the report is printed correctly and its footer contains **Hundred Fifty USD Twenty and 0/100**.
9. Close the report.

Verify amount wording in General ledger

1. Click **General ledger > Journals > Journal entry**.
2. Press **CTRL+N** to create a new journal.
3. Select **Day1** in the **Name** field and click **Lines**.
4. Press **CTRL+N** to create a new line and enter the following information:
 - **Date = 10/31/2006**
 - **Account = 110180**
 - **Debit = 150.2**
 - **Offset account = 170150**

- **Transaction text type = Daily journal**

5. Click **Post > Post**.
6. Click **General ledger > Reports > Transactions > TR reports > Account journal entry**.

7. Click **OK**.
8. Verify that the report contains **Hundred Fifty USD Twenty and 0/100** and close the report.

Alternative statutory book, journalizing

You can use an alternative way to quickly print ledger journals for companies that have a large number of transactions. An alternative solution for Spain is included in the standard application that allows you to journalize your transactions.

To journalize transactions, you should capture the transactions that affect financial statements, and enter them into the **Ledger journal** indicating date, general ledger accounts affected, debit and credit amounts.

Generally, you should run journalizing at least once per month. Each transaction is assigned the number of the journal it was recorded in and a line number. All transactions created after the process of journalizing are included in the next journal, so it is important that you always include all open periods in the journal run.

You can use the **Journalize transactions** form (**General ledger > Periodic > Journalizing > Journalizing**) journalize transactions. Journalizing transactions creates a journal list that can be printed from the **Ledger journal** form (**General ledger > Periodic > Journalizing > Ledger journal**). The journal list will be generated based on **General ledger** which is determined by Turkish accounting standards.

You can print your statutory books **General ledger** and **Journal ledger** more easily by using journal list. To print them, click the **General ledger** button or the **Journal ledger** button from the **Ledger journal** form.

Note: To use this feature, you must select the configuration key for Spain in the **Configuration** form (**Administration > Setup > System > Configuration**).

For more information, refer to the following topics:

- [Preliminary setup – Create a number sequence for a Journal ledger](#)
- [Preliminary setup – Create transactions](#)
- [Journalize transactions](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Preliminary setup – Create number sequence for Journal ledger

1. Click **General ledger > Setup > Parameters**.
2. Click the **Number sequences** tab and select the **Journal ledger** line in the **Reference** column.
3. Select a **Number sequence code** field and close the form.

Preliminary setup – Create transactions

4. Click **General ledger > Journals > Journal entry**.
5. Press **CTRL+N** to create a new journal.
6. Select **Day1** in the **Name** field and click **Lines**.
7. Create two transactions with the same transaction date.
8. Click **Post > Post** and close the form.
9. Click **Accounts receivable > Sales order**.
10. Press **CTRL+N** to create a new sales order.
11. Select **4000** in the **Customer account** field.
12. Click **YES** when asked whether to transfer customer information.
13. Press **CTRL+Page Down** to move to the lower pane of the **Sales order** form.
14. Select an item in the **Item number** field and click **Posting > Invoice**.

iro) Posting invoice

Parameters | Other | Bill of lading

Parameter: Quantity: Deliver now | Print options: Print: Current

Posting: ☒ | Print invoice: ☐

Late selection: ☐ | Print return bill of lading: ☐

Reduce quantity: ☐ | Use print management destination: ☐

Giro money transfer slip: None | Print C.O.D.: ☐

Giro money transfer slip: None | Print shipping labels: ☐

Print bill of exchange: ☐

Form for invoicing: Original

Select | Arrange | Totals | Sales tax | Payment schedule | Printer setup | Shipments

Overview | Setup | Lines | Line details | Sales orders

Update	Sales order	Name	Curre...	Pre-printe...	Packing slip
Invoice	00400_036	Lamp US Inc.	USD	Pre-printed	Packing slip

OK | Cancel | Batch

15. Click **OK** and close the form.

Journalize transactions

1. Click **General ledger > Periodic > Journalizing > Journalizing**.

Journalize transactions

OK | Cancel | Select

2. Click **Select** to select vouchers to journalize or select ledger transactions to be on the current transaction date.

Select query: Query used

Structure

- Table
 - Ledger transactions

Range | Sorting

Table	Field	Criteria
Ledger transactions	Date	
Ledger transactions	Voucher	

Reset OK Cancel

- Enter a date in the **Criteria** field that is equal to the transaction date in the **Journal entry** journal.
- Click **OK**.
- Click **OK** again.

Ledger journal

General | Batch

Current options

Printer: \\uamain\UA-Navision-Le

Print medium: Screen

Default Options

OK Cancel

- Click **OK** in the **Ledger journal** form.
- Verify that the **Ledger journal** report shows transactions within the defined period and that the information is correct.
- Close the report.

9. Click **General ledger > Periodic > Journalizing > Ledger journal**.

The screenshot shows the 'Ledger journal' window for Journal ledger: 00001_006, 12. The 'General' tab is active. The table displays one journal line with the following data:

Journal ledger	Item...	En...	Debit	Credit	N.	E.
00001_006	12	1	517.63	-517.63		

On the right side, there is a vertical list of buttons: Journal list, Extended journal list, Journal ledger, Summarized Spanish journal list, German journal list, Journal lines, General ledger, and Delete journal.

10. Verify that that one journal line is created and that the number sequence is in accordance with the number sequence set up in the **General ledger parameters** form. Verify that the value in the **Item number** field is equal to the number of transactions printed in the journal.
11. Click **Journal lines**.

The screenshot shows the 'Journal - Voucher' window for Voucher: 00039_DAY, 11/10/2006, Journal ledger: 00001_006. The 'General' tab is active. The table displays a list of transactions with the following data:

Journal le...	Jour...	Date	Voucher	Transaction text	Amount	Ledger account
00001_006	1	11/10/2006	00005_013	Invoice 00005_013	216.50	130100
00001_006	2	11/10/2006	00005_013	Invoice 00005_013	16.50	220110
00001_006	3	11/10/2006	00005_013	Invoice 00005_013	200.00	410800
00001_006	4	11/10/2006	00039_DAY		200.00	110180
00001_006	5	11/10/2006	00039_DAY		100.00	110180
00001_006	6	11/10/2006	00039_DAY		200.00	120210
00001_006	7	11/10/2006	00039_DAY		100.00	120210
00001_006	8	11/10/2006	00272_042	Sales invoice 00272_042	0.64	130100
00001_006	10	11/10/2006	00272_042	Sales invoice 00272_042	0.49	140350
00001_006	11	11/10/2006	00272_042	Sales invoice 00272_042	0.05	220110
00001_006	12	11/10/2006	00272_042	Sales invoice 00272_042	0.59	401120

12. Verify that all transactions are displayed and information is correct. Verify that that a transaction number is displayed for each transaction in the **Journal ledger** field, and that the line number is assigned in the **Journal sequence number** field.
13. Close all forms.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Journal entry (form)

General ledger > Journals > Journal entry

Journalize transactions (form)

General ledger > Periodic > Journalizing > Journalizing

Ledger journal (report)

General ledger > Periodic > Journalizing > Ledger journal

Description

Create and post transactions.

Set up parameters to journalize ledger transactions.

Print a report for a statutory book (**Journal ledger** or **General ledger**) that shows journalized transactions.

Sort journal entries for ledgers

In Turkey there are order regulations on mandatory bookkeeping. You can sort legal books according to the existing requirements.

Requirements for journal entry:

- Transaction date should be sorted in ascending order.
- Voucher types should be sorted with cash receipts preceding cash disbursements and accrual journal entries.
- Journal entries should be sorted by voucher.
- Journal entries with debits should precede those with credits.

Sorting order for ledger entries:

- By main account.
- By transaction date in ascending order.
- By transaction type, with cash receipts preceding cash disbursements and accrual journal entries.
- By voucher.
- By debit or credit value with debits before credits.

For more information, refer to the following topics:

- [Sort journal entries by transaction date](#)
- [Sort journal entries by voucher types](#)
- [Sort journal entries by voucher](#)
- [Sort journal entries by debits preceding credits](#)
- [Sort ledger entries](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Sort journal entries by transaction date

1. Click **General ledger** > **Journals** > **Journal entry**.
2. Select the **Day 1** journal and click **Lines**.
3. Create two transactions with the similar **Account**, **Offset account**, **Credit**, and **Transaction text** fields, but set up different dates.
4. Click **Post** > **Post** and close the form.
5. Click **General ledger** > **Reports** > **Transactions** > **TR reports** > **Journal ledger - draft**.

6. Click **OK**.

7. Enter the starting date of the period that the transaction dates from step 3 belong to.
8. Click **OK**.
9. Verify that the report is printed correctly and that transactions are sorted by the transaction date in ascending order.
10. Close the report.

Sort journal entries by voucher types

11. Click **Basic > Setup > Create voucher types**.

[iro] Create voucher types - Transaction text: Ledger - Exchange adjustment, user

Overview | Exchange note control

Voucher type	Journal type	S.	Lang...	Transaction text	Text
Accrual	Daily	<input type="checkbox"/>	user	Ledger - Exchange adjustment	Rate adjustment %2
Accrual	Daily	<input type="checkbox"/>	user	Ledger - Consolidation	Consolidation %1 %2
Accrual	Daily	<input type="checkbox"/>	user	Ledger - Penny differences in default currency	Penny difference
Accrual	Daily	<input type="checkbox"/>	user	Ledger - Opening transaction	Opening transaction %1 %2
Accrual	Daily	<input type="checkbox"/>	user	Ledger - Penny-rounding in secondary currency	Penny diff. 2nd currency
Accrual	Daily	<input type="checkbox"/>	user	Ledger - Closing transaction	Closing transaction %1 %2
Accrual	Daily	<input type="checkbox"/>	user	Customer - Invoice, Ledger	Invoice %2
Accrual	Daily	<input type="checkbox"/>	user	Customer - Invoice, Customer	Invoice %2
Accrual	Daily	<input type="checkbox"/>	user	Customer - Credit note, Ledger	Credit note %2
Accrual	Daily	<input type="checkbox"/>	user	Customer - Credit note, Customer	Credit note %2
Accrual	Daily	<input type="checkbox"/>	user	Customer - Exch. adj., Ledger	Currency rate adj. %2
Accrual	Daily	<input type="checkbox"/>	user	Customer - Exch. adj., Customer	Currency rate adj. %2
Accrual	Daily	<input type="checkbox"/>	user	Customer - Cash discount, Ledger	Discount %2

12. Press **CTRL+N** or click the **New** icon on the toolbar to create a new line.
13. Enter the following information:
 - **Voucher type = Receipt**
 - **Journal type = Daily**
 - **Language = tr**
 - **Transaction text = Receipt**
 - **Setup record** = Clear the check box.
14. Press **CTRL+N** again to create a new line.
15. Enter the following information:
 - **Voucher type = Disbursement**
 - **Journal type = Daily**
 - **Language = tr**
 - **Transaction text = Disbursement to vendor**
 - **Setup record** = Clear the check box.
16. Close the form.
17. Click **General ledger > Journals > Journal entry**.
18. Select the **Day 1** journal and click **Lines**.
19. Create three transactions with the similar **Account**, **Offset account**, **Credit**, and **Date** fields, but set up different transaction texts for Receipt, Disbursement to vendor, and Daily journal.
20. Click **Post > Post** and close the form.
21. Click **General ledger > Reports > Transactions > TR reports > Journal ledger - draft**.

22. Click **OK**.

23. Enter the starting date of the period that the transaction date from step 9 belongs to.

24. Click **OK**.

25. Verify that the report is printed correctly and that transactions are sorted by the voucher type with receipts preceding disbursements and accrual journal entries.

26. Close the report.

Sort journal entries by voucher

1. Click **General ledger > Journals > Journal entry**.
2. Select the **Day 1** journal and click **Lines**.
3. Create two transactions with the similar **Account**, **Offset account**, **Credit**, and **Transaction text** fields and date, but verify that the voucher numbers in the **Voucher** field are different.

Note: If the voucher numbers are similar, click **General ledger > Setup > Journals > Journal names**, click the **General** tab, and select **In connection with balance** in the **New voucher** field.

The screenshot shows the 'Journal names' window with the following details:

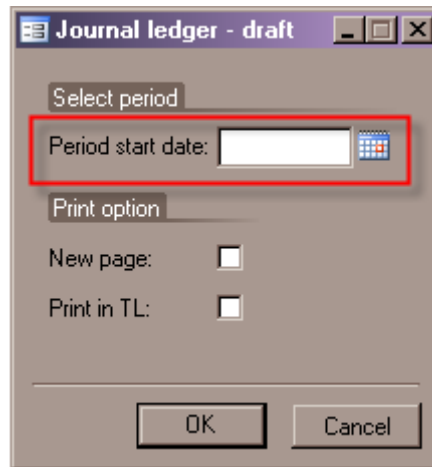
- Identification:** Name: 'Cust_D', Description: 'Draw bills of exchange', Journal type: 'omer draw bill of exchange'.
- Approval:** Active: ☐, Approve: [button], Blocking: Private for user group: [button].
- Voucher number:** Voucher series: 'Ledger_9', **New voucher: 'In connection with balance'** (highlighted), Document: [button], Number allocation at posting: ☐.
- Offset account proposal:** Account type: 'Ledger', Offset account: [button], Fixed offset account: ☐, Beginning-Ending balance control: ☐.
- Posting:** Detail level: 'Details', Delete lines after posting: ☐, Posting layer: 'Current', Fees posting: 'Keep fees in journal', Lines limit: '0', Generate payments before posting: ☐.
- Currency:** Currency: [button], Fixed rate: ☐.
- Sales tax:** Amount incl. sales tax: ☒, Italian sales tax book: [button].
- Transaction text type:** Transaction text: [button].

4. Click **Post > Post** and close the form.
5. Click **General ledger > Reports > Transactions > TR reports > Journal ledger - draft**.

The screenshot shows the 'Journal ledger draft' window with the following details:

- General tab:** Ledger transactions section with fields for Batch, Voucher, Item number, and Posting type.
- Buttons:** 'Select', 'Default', and 'Options' buttons are on the right.
- Current options:** Printer: '\\uamain\UA-Navision-Le', Print medium: 'Screen'.
- Bottom:** 'OK' and 'Cancel' buttons.

6. Click **OK**.



The image shows a software dialog box titled "Journal ledger - draft". It has a "Select period" section with a "Period start date:" label and a text input field. A red rectangle highlights the "Period start date:" label and the input field. To the right of the input field is a small calendar icon. Below this is a "Print option" section with two checkboxes: "New page:" and "Print in TL:". At the bottom of the dialog are two buttons: "OK" and "Cancel".

7. Enter the starting date of the period that the transaction date from step 3 belongs to.
8. Click **OK**.
9. Verify that the report is printed correctly and that transactions are sorted by the voucher number.
10. Close the report.

Sort journal entries by debits preceding credits

1. Click **General ledger > Journals > Journal entry**.
2. Select the **Day 1** journal and click **Lines**.
3. Create two transactions with the similar **Account**, **Offset account**, **Date**, and **Transaction text** fields, but type, for example, **100** in the **Credit** field for one transaction, and the same amount in the **Debit** field for another transaction.
4. Click **Post > Post** and close the form.
5. Click **General ledger > Reports > Transactions > TR reports > Journal ledger - draft**.

6. Click **OK**.

7. Enter the starting date of the period that the transaction date from step 3 belongs to.
8. Click **OK**.
9. Verify that the report is printed correctly and that transactions with debits precede the transactions with credits.
10. Close the report.

Sort ledger entries

1. Click **General ledger > Reports > Transactions > TR reports > General ledger**.

2. Enter the starting date of the period and clear the **Regular** check box to print the report as a draft.
3. Click **OK**.
4. Verify that the report is printed correctly and that transactions are sorted according to the main accounts.
5. Verify that transactions are sorted also by transaction date in ascending order.
6. Verify that transactions with the similar dates are sorted by the voucher number in ascending order.
7. Verify that transactions with period debit amounts precede transactions with period credit amounts.
8. Close the report.

Refer to the following information about forms that you will use with this feature.

Form name and locator

Journal entry (form)

General ledger > Journals > Journal entry

Journal ledger – draft (report)

General ledger > Reports > Transactions > TR reports
> Journal ledger – draft

General ledger (report)

General ledger > Reports > Transactions > TR reports
> General ledger

Description

Create and post transactions.

Print a draft version of the Journal ledger – regular report to verify that it is complete and correct when it is printed.

Print a report that shows information about the legal book.

YTL conversion

As of January 1st, 2005, the basic currency unit of the Republic of Turkey changed and is now Yeni Türk Lirası (New Turkish Lira); the subunit is called Yeni Kurus (New Kurush).

When converting Turkish Liras into New Turkish Liras, one million Turkish Liras (TL 1,000,000) is treated as being equal to one New Turkish lira (YTL 1). After currency conversion, amounts in TL were not saved, except for the general ledger, currency, price lists and exchange notes.

A **Print in TL** check box has been added to print amounts in Old Turkish Lira instead of New Turkish lira on the following reports:

- **Journal ledger –draft** (General ledger > Reports > Transactions > TR reports > Journal ledger –draft)
- **Journal ledger –regular** (General ledger > Reports > Transactions > TR reports > Journal ledger –regular)
- **General ledger** (General ledger > Reports > Transactions > TR reports > General ledger)
- **Account journal entry** (General ledger > Reports > Transactions > TR reports > Account journal entry)
- **Balance list** (General ledger > Reports > Transactions > Periodic > Balance list)
- **Balance list with sum account** (General ledger > Reports > Transactions > TR reports > Balance list with sum account)
- **Balance list without sum account** (General ledger > Reports > Transactions > TR reports > Balance list without sum account)
- **Account statement** (General ledger > Reports > Transactions > TR reports > Account statement)
- **Exchange notes transaction history** (Exchange notes > Reports > Exchange notes transaction history)
- **Portfolio list** (Exchange notes > Reports > Portfolio list)
- **As of date portfolio list** (Exchange notes > Reports > As of date portfolio list)
- **Financial statement** (General ledger > Reports > Transactions > Periodic > Financial statement). For the financial statement, a new column type named **TL-info** has been added in the **Financial statement** form (**General ledger > Setup > Financial statement**), and if this column type is selected, the amount in Old Turkish Lira is used for calculation.

For more information, refer to the following topics:

- [Print reports in TL](#)
- [Print financial statement in TL](#)
- [Form is modified for this feature](#)

Print reports in TL

You can print reports with financial information displayed in old Turkish Lira.

1. Click **General ledger > Reports > Transactions > TR reports > Journal ledger - draft**.

Journal ledger draft

General | **Batch**

Ledger transactions

Batch:

Voucher:

Item number:

Posting type:

Current options

Printer: \\uamain\UA-Navision-Le

Print medium: Screen

Select
Default
Options

OK Cancel

2. Click **OK**.

Journal ledger - draft

Select period

Period start date:

Print option

New page: ☐

Print in TL: ☐

OK Cancel

3. Enter a starting date of the period for which transactions will be printed and select the **Print in TL** check box.
4. Click **OK** and verify that amounts are printed in Old Turkish lira (multiplied by 1,000,000).
5. Close the report.
6. Click **General ledger > Reports > Transactions > TR reports > General ledger**.

7. Enter a starting date of the period for which transactions will be printed and select the **Print in TL** check box.
8. Click **OK** and verify that amounts are printed in Old Turkish lira (multiplied by 1,000,000).
9. Close the report.
10. Click **General ledger > Reports > Transactions > TR reports > Account journal entry**.

11. Select the **Print in TL** check box and click **OK**.

12. Verify that amounts are printed in Old Turkish lira (multiplied by 1,000,000) and close the report.
13. Click **General ledger > Reports > Transactions > Periodic > Balance list**.

The screenshot shows the 'Balance list' dialog box with the 'General' tab selected. The 'From' and 'To' date fields are empty, each with a calendar icon. The 'Printout' section has a 'Criteria' dropdown menu set to 'None'. There are two checkboxes: 'Without transactions' and 'Print in TL', both of which are unchecked. On the right side, the 'Ledger chart of accounts' section has a 'Ledger account' field. Below it, the 'Current options' section includes a 'Printer' field with the text '\\uamain\UA-Navision-Le' and a 'Print medium' dropdown menu set to 'Screen'. To the right of these fields are three buttons: 'Select', 'Default', and 'Options'. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

14. Type a period starting date in the **From date** field and a period end date in the **To date** field, and select the **Print in TL** heck box.
15. Click **OK** and verify that amounts are printed in Old Turkish lira (multiplied by 1,000,000).
16. Close the report.
17. Click **General ledger > Reports > Transactions > TR reports > Balance list with sum account**.
18. Type a period starting date in the **From date** field and a period ending date in the **To date** field, and select the **Print in TL** heck box.
19. Click **OK** and verify that amounts are printed in Old Turkish lira (multiplied by 1, 000,000).
20. Close the report.
21. Click **General ledger > Reports > Transactions > TR reports > Balance list without sum account**.

Balance list without sum account

General | Batch

From: [] To: []

From date: [] To date: []

Transactions: Current

Printout

Without transactions: ☐

Print in TL: ☐

Dimension

Department: []

Cost center: []

Purpose: []

Inflation accounting

Include inflation journals: ☒

Ledger chart of accounts

Ledger account: []

Account type: []

Current options

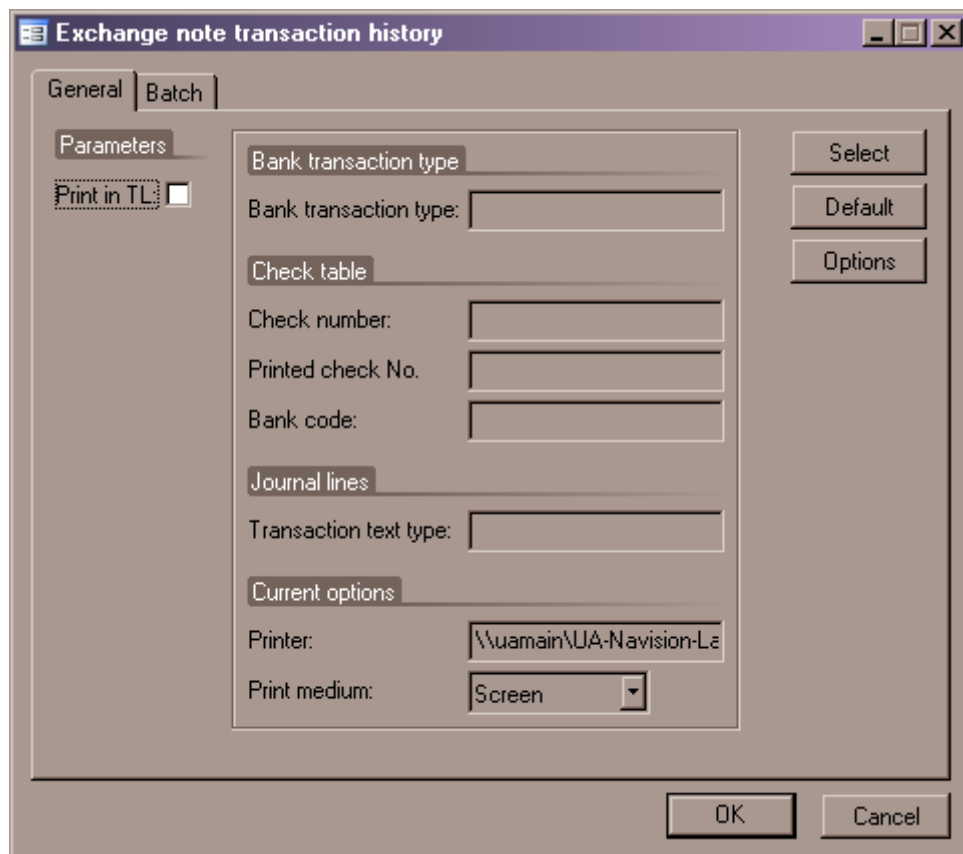
Printer: \\uamain\UA-Navision-Le

Print medium: Screen

OK Cancel

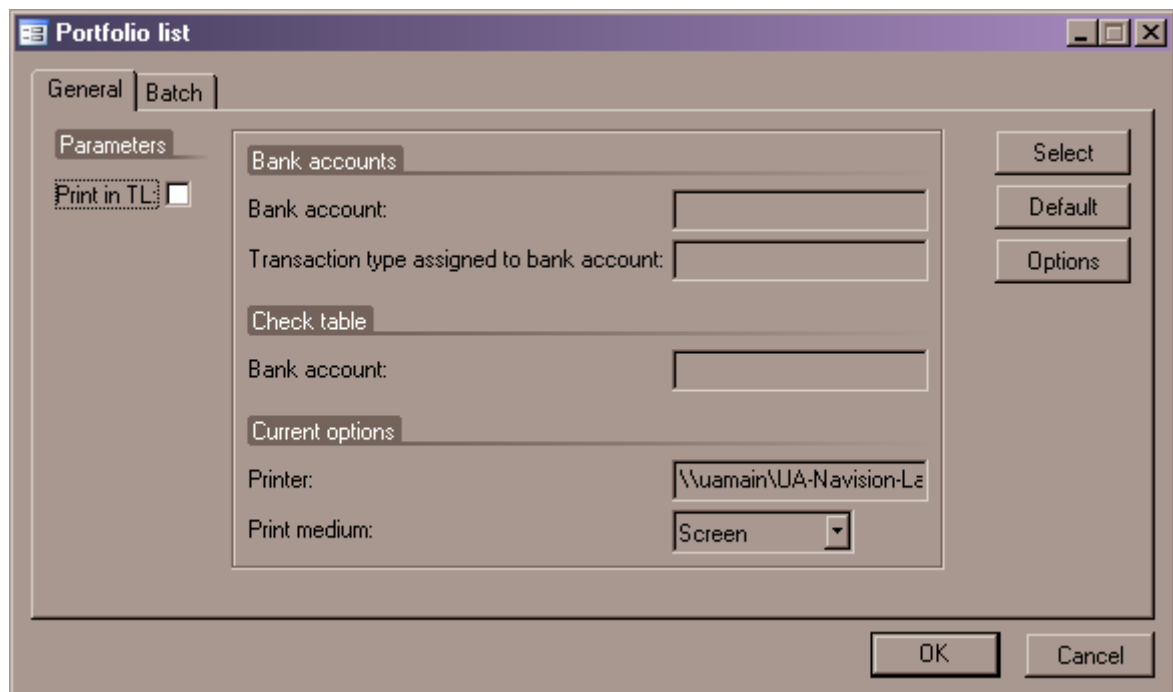
Select Default Options

22. Type a period starting date in the **From date** field and a period ending date in the **To date** field, and select the **Print in TL** heck box.
23. Click **OK** and verify that amounts are printed in Old Turkish lira (multiplied by 1,000,000).
24. Close the report.
25. Click **Exchange notes > Reports > Exchange notes transactions history**.



The dialog box is titled "Exchange note transaction history". It has two tabs: "General" and "Batch". The "General" tab is active. On the left, under the "Parameters" section, there is a checkbox labeled "Print in TL" which is currently unchecked. The main area contains several sections: "Bank transaction type" with a text box and a "Select" button; "Check table" with fields for "Check number:", "Printed check No.", and "Bank code:"; "Journal lines" with a "Transaction text type:" field; and "Current options" with fields for "Printer:" (containing "\\uamain\UA-Navision-Le") and "Print medium:" (a dropdown menu set to "Screen"). On the right side, there are buttons for "Select", "Default", and "Options". At the bottom right, there are "OK" and "Cancel" buttons.

26. Select the **Print in TL** check box and click **OK**.
27. Verify that amounts are printed in Old Turkish lira (multiplied by 1,000,000) and close the report.
28. Click **Exchange notes** > **Reports** > **Portfolio list**.



The dialog box is titled "Portfolio list". It has two tabs: "General" and "Batch". The "General" tab is active. On the left, under the "Parameters" section, there is a checkbox labeled "Print in TL" which is currently unchecked. The main area contains several sections: "Bank accounts" with fields for "Bank account:" and "Transaction type assigned to bank account:"; "Check table" with a "Bank account:" field; and "Current options" with fields for "Printer:" (containing "\\uamain\UA-Navision-Le") and "Print medium:" (a dropdown menu set to "Screen"). On the right side, there are buttons for "Select", "Default", and "Options". At the bottom right, there are "OK" and "Cancel" buttons.

29. Select the **Print in TL** check box and click **OK**.
30. Verify that amounts are printed in Old Turkish lira (multiplied by 1,000,000) and close the report.
31. Click **Exchange notes > Reports > Portfolio list as of date**.

The screenshot shows a Windows-style dialog box titled "Portfolio list". It has two tabs: "General" and "Batch". The "General" tab is selected. Inside the "General" tab, there is an "As of" label followed by a date input field and a calendar icon. Below this is a "Date:" label followed by another date input field. Further down is a "Print in TL:" label followed by an unchecked checkbox. To the right of these fields is a "Current options" section. It contains a "Bank accounts" label above a "Bank account:" text box. Below that is a "Printer:" label followed by a text box containing "\\uamain\UA-Navision-La". At the bottom of this section is a "Print medium:" label followed by a dropdown menu showing "Screen". To the right of the "Current options" section are three buttons: "Select", "Default", and "Options". At the bottom right of the dialog are "OK" and "Cancel" buttons.

32. Type a date in the **Date** field and select the **Print in TL** check box.
33. Click **OK** and verify that amounts are printed in Old Turkish lira (multiplied by 1,000,000).
34. Close the report.
35. Click **General ledger > Reports > Transactions > Account statement**.

Account statement

General | Batch

From: From date: 11/1/2006 To: To date: 11/8/2006

Department: Department: Cost center: Cost center: Purpose: Purpose: Transactions: Current

Ledger chart of accounts: Ledger account: Select Default Options

Current options: Printer: \\uamain\UA-Navision-La Print medium: Screen

Account: New page: Reset page:

Printout: Specification: Posting Currency total: Empty periods: Opening transactions: Without transactions: Include reversed: Sales tax specification:

Inflation accounting: Include inflation journals: Print in TL:

OK Cancel

36. Type a period starting date in the **From date** field and a period ending date in the **To date** field and select the **Print in TL** check box.
37. Click **OK** and verify that amounts are printed in Old Turkish lira (multiplied by 1,000,000).
38. Close the report.

Print financial statement in TL

You can print the financial statement with information displayed in old Turkish Lira.

1. Click **General ledger > Setup > Financial statement > Financial statement**.

[dat] Financial statement - Financial statement: DEP_001, Actual per Departement

Overview | General | Setup

Copy

Fin...	Description	Main focus	Secondary f...	P..
001	Actual per Departement	Account		<input type="checkbox"/>
FS_...	Basic Financial Statement Y & Y-1	Account		<input type="checkbox"/>
FS_...	Financial Statement Y & Y-1	Account		<input type="checkbox"/>
FS_...	Financial Statement Y & Y-1 2 focus	Account	Dept-cc	<input type="checkbox"/>
FS_...	Financial Statement Y & Budget	Account		<input type="checkbox"/>
FS_...	Financial Statement Y & Budget 2 f...	Purpose	Account	<input type="checkbox"/>
PU...	Actual per Purpose	Account		<input type="checkbox"/>

Main focus: Secondary focus:

Overview | General | Setup | Calculation | Formatting | Transactions

Up
Down
Select

C...	Name	Column type	P..	Nu...
1	Account #	Main focus code	<input checked="" type="checkbox"/>	1
2	10 - General	Current	<input checked="" type="checkbox"/>	1
3	20 - Administration	Current	<input checked="" type="checkbox"/>	1
4	30 - R&D	Current	<input checked="" type="checkbox"/>	1
5	40 -Marketing	Current	<input checked="" type="checkbox"/>	1
6	50 -Sales	Current	<input checked="" type="checkbox"/>	1
7	60 -Purchase	Current	<input checked="" type="checkbox"/>	1
8	70 - Manufacturing	Current	<input checked="" type="checkbox"/>	1
9	80 - Project	Current	<input checked="" type="checkbox"/>	1
10	90 - Finance	Current	<input checked="" type="checkbox"/>	1
11	Total including Blank	Current	<input checked="" type="checkbox"/>	1
12	BLANK	Current	<input checked="" type="checkbox"/>	1

2. Select a line with **FS_000** in the **Financial statement** field.
3. Click in the lower pane of the form, and press **CTRL+N** to create a new line.
4. Enter the following information:
 - **Name = Amount in TL**
 - **Column type = TL info**
5. Close the form.
6. Click **General ledger > Reports > Transactions > Periodic > Financial statement**.

[dat] Financial statement - No Record

Financial statement | Columns | Setup

Identification

Financial statement: End date:

Description: Reference date:

Output type:

Date

Focuses

Main focus: Row definition for main focus:

Description: Page break per main focus: ☐

Secondary focus: Row definition for secondary focus:

Description:

Level

From: To:

OK Cancel Batch Options Select

7. Select **FS_000** in the **Financial statement** field.
8. Click the **Columns** tab and verify that a row with **Amount in TL** in the **Name** field is displayed.

[dat] Financial statement FS_000 - Column: 3

Financial statement | Columns | Setup

Name	Date i...	From date	To date	Budg...	I...
Current Year	CY				<input type="checkbox"/>
Prior Year	PY				<input type="checkbox"/>
Amount in TL					<input type="checkbox"/>

Select

OK Cancel Batch Options Select

9. Select **CY** in the **Date interval code** field and click **OK**.
10. Verify that the **Amount in TL** column is included on the report and amounts in this column are displayed in Old Turkish lira (multiplied by 1,000,000).
11. Close the report.

Form that is modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Financial statement (form)

General ledger > Setup > Financial statement > Financial statement

Overview tab

Column type field

Select the **TL info column** type to use Old Turkish Lira for calculation.

New and modified reports in Exchange notes

You can print the following new and modified reports in **Exchange notes**:

- **Daily cash receipt report** (Exchange notes > Reports > Daily cash receipt report)
- **Check order by customer report** (Exchange notes > Reports > Check order by customer report)
- **Customer check aging report** (Exchange notes > Reports > Customer check aging report)
- **Company check aging report** (Exchange notes > Reports > Company check aging report)

For more information, refer to the following topics:

- [Print the Daily cash receipt and Check order by customer reports](#)
- [Print the Customer check aging report and Company check aging report reports](#)
- [Forms for this feature](#)

Print the Daily cash receipt and Check order by customer reports

1. Click **Exchange notes > Exchange notes journal**.
2. Press **CTRL+N** to create a new journal.
3. Select **EXC** in the **Name** field and click **Lines**.
4. Press **CTRL+N** to create a new line.
5. Verify that a new voucher is created with **Receipt from customer** in the **Transaction text type** field.
6. Enter the following information:
 - **Account = 4000**
 - **Date = 11/10/2006**
 - **Offset account = TR**
 - **Credit = 1000**
7. Click the **Payment** tab and type **11/10/2006** in the **Due date** field.
8. Click **Post > Post** and close all forms.
9. Click **Exchange notes > Reports > Daily cash receipt**.

Daily cash receipt

General | Batch

Parameters

From date:

To date:

Detail: ☐

Including check/note return: ☐

Including cash return: ☐

Customers

Customer account:

Select

Default

Options

Current options

Printer:

Print medium:

OK Cancel

10. Enter the transaction date from step 6 in the **To date** field.
11. Click **OK** and verify that the date of the transaction is printed.
12. Close the report.
13. Click **Exchange notes > Reports > Check order by customer**.

Check order by customer

General | Batch

Check table

Document type:

Customer:

Select

Default

Options

Journal lines

Transaction text type:

Date:

Current options

Printer:

Print medium:

OK Cancel

14. Click **OK** and verify that the report contains the transaction posted with the indicated date.
15. Close the report.

Print the Customer check aging report and Company check aging report reports

Print these reports to view balances on the customer and company checks as of the specified date.

1. Click **Bank > Bank accounts**.

Bank ac...	Name	Bank ...	Routing ...	Bank account number	Ledger account	Cur...
CADBANK	Bank Account - CAD	CTB	5678		110120	CAD
DKKBANK	Bank Account - DKK	STB	1234		110140	DKK
EURBANK	Bank Account - EUR	STB	1234		110130	EUR
GBPBANK	Bank Account - GBP	STB	1234		110150	GBP
TR	TR	UTB	3456		110110	USD
USDBANK	Bank Account - USD	UTB	3456		110110	USD

2. Press **CTRL+N** to create a new account.
3. Enter the following information:
 - **Bank account = BM**
 - **Name = BM**
 - **Bank group = UTB**
 - **Ledger account = 110110**
 - **Currency = USD**
 - **Transaction text assigned to bank account = TR**
4. Close the form.
5. Click **Exchange notes > Exchange notes journal**.
6. Press **CTRL+N** to create a new journal.
7. Select **EXC** in the **Name** field and click **Lines**.
8. Press **CTRL+N** to create a new line and verify that a new voucher is created with **Receipt from customer** in the **Transaction text type** field.
9. Enter the following information:
 - **Account = 4001**
 - **Date = 10/05/2006**
 - **Offset account = BM**
 - **Credit = 1000**
10. Click the **Payment** tab and type **11/10/2006** in the **Due date** field.
11. Click **Post > Post** and close all forms.
12. Click **Exchange notes > Reports > Customer check aging report**.

13. Enter the following information:
 - **Balance as of = 10/05/2006**
 - **Interval = 1**
 - **Bank account = BM**
14. Click **OK** and verify that the report contains the amount of 1000 in the period starting from 11/10/2006.
15. Close the report.
16. Click **Exchange notes > Exchange notes journal**.
17. Press **CTRL+N** to create a new journal.
18. Select **DISB** in the **Name** field and click **Lines**.
19. Press **CTRL+N** to create a new line and verify that a new voucher is created with **Disbursement to vendor** in the **Transaction text type** field.
20. Enter the following information:
 - **Account = 4001**
 - **Date = 11/10/2006**
 - **Offset account = BM**
21. Click the **Payment** tab and set up the number of the check created in steps 8 through 12 in the **Check number** field.
22. Click **Post > Post** and close all forms.
23. Click **Exchange notes > Reports > Company check aging report**.

24. Enter the following information:

- **Balance as of = 11/10/2006**
- **Interval = 1**
- **Bank account = BM**

25. Click **OK** and verify that the report displays the amount of 1000 for the period starting on 11/10/2006.

26. Close the report.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Daily cash receipt (report)

Exchange notes > Reports > Daily cash receipt

Check order by customer (report)

Exchange notes > Reports > Check order by customer

Customer check aging report (report)

\$Exchange notes > Reports > Customer check aging report

Company check aging report (report)

Exchange notes > Reports > Company check aging report

Description

Print a report that shows information about cash received as of the specified date.

Print a report that shows information about checks sorted by customer.

Print a report that shows information about balance on the customer checks as of the specified date.

Print a report that shows information about balance on the company checks as of the specified date.

Intercompany check transfer

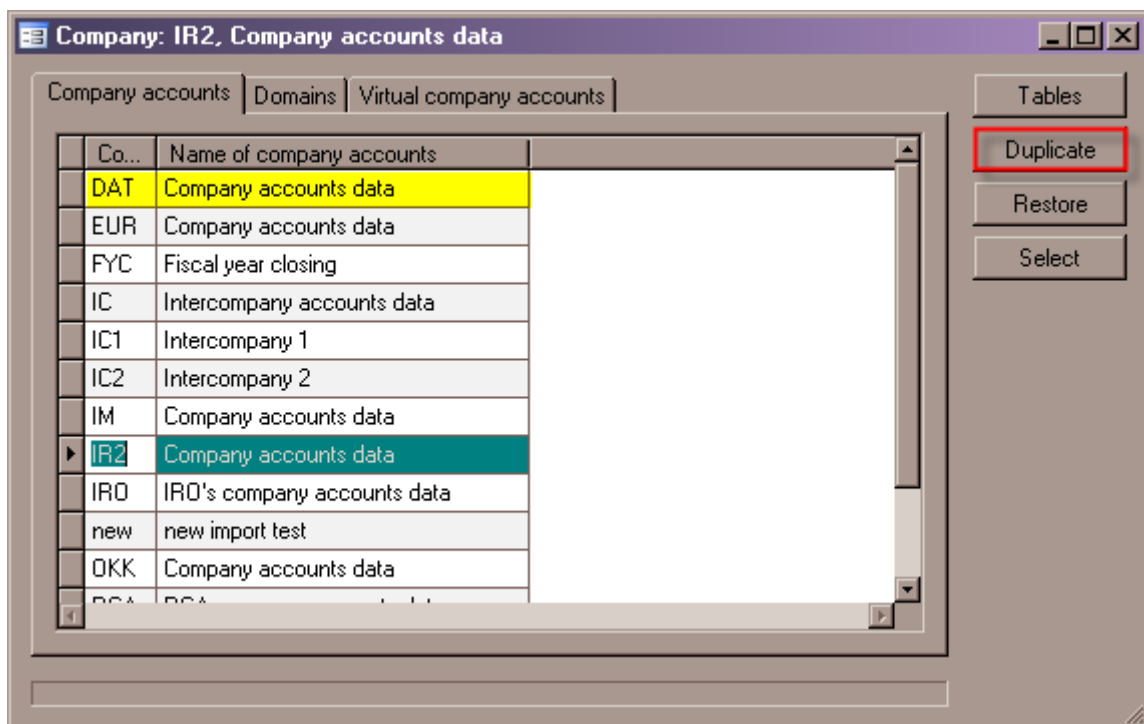
In Turkey, companies within one group frequently have intercompany transactions. You can set up payments and collections between companies in the **Intercompany checks transfer setup** form (**Exchange notes** > **Setup** > **Intercompany checks transfer setup**). You can generate existing checks and promissory notes and related collection transactions automatically in the receiving company.

For more information, refer to the following topics:

- [Create transactions in the new company account](#)
- [Transfer intercompany checks](#)
- [Form for this feature](#)

Create transactions in the new company account

1. Click **Administration** > **Company accounts**.



2. Select a company with the **DAT** company account.
3. Click **Duplicate** and enter **TST** in the **Duplicate to company accounts** field.

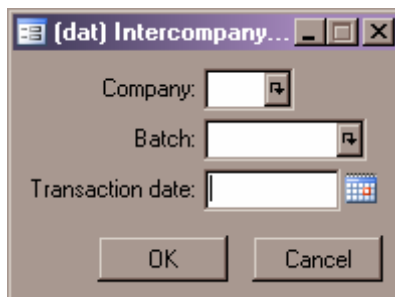
4. Click **OK**.
5. Click **Exchange notes > Setup > Intercompany checks transfer**.

6. Click **CTRL+N** to create new line and select **TST** in the **Company** field.
7. Enter the following information:
 - **Customer account = 4000**
 - **Check number method = Original number**
8. Close the form.
9. Switch to the **TST** company.
10. Click **Exchange notes > Exchange notes journal**.
11. Select **EXC** in the **Name** field and click **Lines**.
12. Press **CTRL+N** to create a new line and enter the following information:
 - **Account = 4000**
 - **Credit = 10000**
 - **Transaction text type = Receipt from customer**
 - **Transaction text = intercompany test**
 - **Offset account = TR bank**

13. Click the **Payment** tab and type **11/10/2006** in the **Due date** field.
14. Click **Post** > **Post** and close all forms.
15. Click **Exchange notes** > **Exchange notes journal**.
16. Select **DISB** in the **Name** field and click **Lines**.
17. Press **CTRL+N** to create a new line and enter the following information:
 - **Account = 3000**
 - **Transaction text type = Disbursement to vendor**
 - **Transaction text = intercompany test**
 - **Offset account = TR bank**
18. Click **Post** > **Post** and close all forms.

Transfer intercompany checks

1. Switch to the **DAT** company.
2. Click **Exchange notes** > **Exchange notes journal**.
3. Select **EXC** in the **Name** field and click **Lines**.
4. Press **CTRL+N** to create a new line.
5. Select **TR bank** in the **Offset account** field, and click the **Intercompany checks transfer** button.



6. Enter the following information:
 - **Company = TST**
 - **Transaction date = 11/10/2006**
 - **Batch** - the exchange journal in which you have posted a voucher for disbursement to vendor.
7. Click **OK**.
8. Verify that a record is created in the current journal and the following information is displayed:
 - **Transaction text type = Receipt from customer**
 - **Account = 4000**
 - **Offset account = TR bank**
 - **Transaction text = empty**
 - **Date = 11/10/2006**
9. Click the **Payment** tab and verify that a new check number is generated in the current journal.
10. Close the form.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator	Description
Intercompany checks transfer setup (form) Exchange notes > Setup > Intercompany checks transfer	Set up a company and a customer account for intercompany check transfer.
Intercompany checks transfer (form) Exchange notes > Exchange notes journal > Lines > Intercompany checks transfer	Specify a company account and a batch that the data should be transferred from.

Design company-specific forms

Several reports have been redesigned and you can use preprinted forms to document customer or vendor transactions. You also can print **Tax number** and **Tax office name** on the following reports:

- **Packing slip** (Accounts payable > Purchase order > Posting > Packing slip)
- **Invoice** (Accounts payable > Purchase order > Posting > Invoice)
- **Sales packing slip** (Accounts receivable > Sales order > Posting > Packing slip)
- **Sales invoice** (Accounts receivable > Sales order > Posting > Invoice)

For more information, refer to the following topics:

- [Print a sales packing slip](#)
- [Print a sales invoice](#)
- [Print a packing slip](#)
- [Print an invoice](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Print a sales packing slip

1. Click **Accounts receivable** > **Customers**.
2. Select a customer account and click the **Setup** tab.

[dat] Customers - Customer account: 4000, Light and Design

Overview | General | Setup | Sales order | Address | Contact information | Payment | Dimension

Invoice

Invoice account:
 Invoice address:
 Number sequence group:
 Form for invoicing:
 Invoicing type:

Giro money transfer slip

Giro money transfer slip on sales invoice:
 Giro money transfer slip on interest note:
 Giro money transfer slip on collection letter:
 Giro money transfer slip on the project invoice:

Delivery

UPS zone:
 Delivery terms:
 Mode of delivery:
 Delivery reason:
 Destination code:
 Receipt calendar:

Sales tax

Sales tax group:
 Tax number:
 Prices incl. sales tax: ☐
 Packing duty license number:
 Tax authority:
 Enterprise number:
 Fiscal code:
 Tax border number:

Packing material fee

Packing material fee license number:

RFID tagging

Item tagging: ☐
 Case tagging: ☐
 Pallet tagging: ☐

Intercompany

Autocreate intercompany orders: ☐
 Direct delivery: ☐
 Allow indirect creation: ☐

E-Invoice

EAN:

Transactions

Balance
 Setup
 Trade agmt.
 Functions
 Inquiry
 Forecast (G)

3. Type a tax office name in the **Tax authority** field.
4. Right-click in the **Tax number** field and select **Go to the Main Table Form**.

[dat] Tax exempt numbers - Tax number: , Country/region: U...

Overview | General

Count...	Tax number	Company name
* US		

5. Press **CTRL+N** to create a new line and enter the following information:

- **Country/region = US**
 - **Tax number = 123456**
 - **Company name = TR company**
6. Close the form.
 7. Click the **Customers** form and select **123456** in the **Tax number** field.
 8. Close the form.
 9. Click **Accounts receivable > Sales order**.

(dat) Sales order 00401_036 , Name Light and Design , Item name Battery Baby R14

Sales order	Customer account	Invoice account	Order type	Status	Curre...	Project	Blanket order
00390_036	4006	4006	Item requirements	Open order	USD	40060	
00391_036	4007	4007	Item requirements	Open order	USD	40070	
00392_036	4008	4008	Item requirements	Open order	EUR	40080	
00394_036	4009	4009	Item requirements	Open order	EUR	40090	
00395_036	4000	4000	Sales order	Open order	USD		
00396_036	4003	4003	Sales order	Open order	USD		
00397_036	4019	4019	Sales order	Open order	USD		
00398_036	4000	4000	Sales order	Open order	USD		
00399_036	4003	4003	Sales order	Open order	USD		
00400_036	4034	4034	Sales order	Open order	USD		
00401_036	4000	4000	Sales order	Open order	CAD		

Simple
Posting
Setup
Functions
Inquiries
Trade agmt.
Intercompany
Available dates

Lines: General Setup Address Quantity Price/Discount Other Dimension

Item number	Ware...	Batch number	Serial number	Quantity	Unit	Unit price	Discount	Disc...
B-R14	GW			1.00	Pcs			

Setup (G)
Functions (J)
Inquiries
Calculation (K)
Inventory
Intercompany (Z)
Configure line (1)
Product model (2)
Available dates (3)

10. Press **CTRL+N** to create a new sales order.
11. Select the customer in the **Customer** field.
12. Click **YES** when asked whether to transfer customer information.
13. Click the **Setup** tab and verify that the value in the **Tax number** field is **123456**.
14. Press **CTRL+Page Down** to move to the lower pane of the **Sales order** form and select an item in the **Item number** field.
15. Click **Posting > Packing slip**.

The screenshot shows the 'Posting packing slip' dialog box. The 'Quantity' dropdown is set to 'Deliver now' and is highlighted with a red box. The 'Print packing slip' checkbox is checked and highlighted with a yellow box. The 'Pre-printed No.' field is highlighted with a green box. The dialog includes tabs for Parameters, Other, and Bill of lading, and buttons for Select, Arrange, Totals, Sales tax, Printer setup, and Shipments.

16. Select **All** in the **Quantity** field.
17. Select the **Print packing slip** check box and type the number of the packing slip in the **Pre-printed No.** field.
18. Click **OK**.
19. Verify that the **Packing slip** report is printed and contains the tax number that you set up and the local tax authority name.
20. Close the report.

Print a sales invoice

1. Click **Accounts receivable** > **Setup** > **Forms** > **Form setup**.
2. Click the **Invoice** tab and select the **Print tax exempt number on invoice** check box.

(iro) Form setup

General | Quotation | Confirmation | Picking list | Packing slip | **Invoice** | Interest note | Collection letter

Layout

Paper format: Blank paper

Giro money transfer slip on sales invoice: None

Print packing slip specifications: ☐

Print tax exempt number on invoice: ☐

Show local currency amounts: ☐

Note

Include document on sheets: None

Include documents of type:

Show in sheet

Configuration: ☒ Warehouse: ☐ Pallet ID: ☐

Size: ☐ Batch number: ☐ Serial number: ☐

Color: ☐ Location: ☐

Backorder

Backorder tracking: No tracking

3. Close the form.
4. Click **Accounts receivable > Sales order**.
5. Select the sales order that you previously created and click **Posting > Invoice**.

[dat] Posting invoice

Parameters Other Bill of lading

Parameter Print options

Quantity: **Deliver now** Print: Current

Posting: ☒ Print invoice: ☒

Late selection: ☐ Print return bill of lading: ☐

Reduce quantity: ☐ Use print management destination: ☐

Giro money transfer slip Print C.O.D.: ☐

Giro money transfer slip: None Print shipping labels: ☐

Print bill of exchange: ☐

Form for invoicing: Original

Select Arrange Totals Sales tax Payment schedule Printer setup Shipments

Overview Setup Lines Line details Sales orders

Update	Sales order	Name	Curre...	Pre-printe...	Packing slip
Invoice	00403_036	Light and Design	USD		

OK Cancel Batch

6. Select **All** in the **Quantity** field and select the **Print invoice** check box.
7. Type a number for the invoice in the **Pre-printed No.** field and select the packing slip in the **Packing slip** field.
8. Click **OK**.
9. Verify that that the **Invoice report** contains the tax number that you set up and the local tax authority name and close the report.

Print a packing slip

1. Click **Accounts payable > Vendors**.
2. Select a vendor account and click the **Setup** tab.

[iro] Vendors - Vendor account: 3000, A. Datum Corporation

Overview | General | Setup | Purchase order | Address | Contact information | Payment | Tax 1099 | Dimension

Invoice

Invoice account: UPS zone: Sales tax group: Prices incl. sales tax: ☐

Number sequence group: Delivery terms: Mode of delivery: **Tax number:**

Offset account

Account type: Destination code: Fiscal code:

Offset account: Enterprise number: Organization number:

Tax authority:

Withholding tax

Calculate withholding tax: ☐ Withholding tax group:

Transactions

Balance

Setup

Trade agmt.

Functions

Inquiry

Forecast (G)

3. Select **123456** in the **Tax number** field and close the form.
4. Click **Accounts payable > Purchase order**.

[dat] Purchase order 00230_049 , Name A. Datum Corporation , Item name

Overview | General | Setup | Address | Delivery | Price/Discount | Postings | Other | References | Dimension

Purchase...	Vendor account	Invoice account	Purchase type	Status	Curre...	Project	Blanket order
00226_049	3003	3003	Journal	Approved demand	USD		
00228_049	3000	3000	Journal	Open order	USD		
00229_049	3006	3006	Journal	Approved demand	GBP		
00230_049	3000	3000	Journal	Approved demand	USD		

Simple

Posting

Setup

Functions

Inquiries

Trade agmt.

Intercompany

Lines | General | Setup | Address | Quantity | Price/Discount | Other | Project | Dimension

Item number	Ware...	Batch number	Serial number	Quantity	Unit	Unit price	Discount	Disc...
-------------	---------	--------------	---------------	----------	------	------------	----------	---------

Setup (B)

Functions (G)

Inquiries

Calculation (J)

Inventory

Intercompany (K)

Configure line (Z)

5. Press **CTRL+N** to create a new order.
6. Click **YES** when a message appears and you have the option to transfer vendor information.

7. Select the vendor account in the **Account** field.
8. Click the **Setup** tab, and verify that the value in the **Tax number** field is **123456**.
9. Press **CTRL+Page Down** to move to the lower pane of the **Sales order** form and select an item in the **Item number** field.
10. Click **Posting** > **Packing slip**.
11. In the **Posting packing slip** form, select **All** in the **Quantity** field, select the **Print packing slip** check box, and type the number of the packing slip in the **Pre-printed No.** field.
12. Click **OK**.
13. Verify that the **Packing slip** report is printed and contains the tax number that you set up and the local tax authority name.
14. Close the report.

Print an invoice

1. Click **Accounts payable** > **Setup** > **Forms** > **Form setup**.
2. Click the **Invoice** tab and select the **Print tax exempt number on invoice** check box.

The screenshot shows the [iro] Form setup dialog box with the 'Invoice' tab selected. The 'Print tax exempt number on invoice' checkbox is highlighted with a red rectangle. Other options include 'Print EU sales tax on Spanish invoices', 'Show local currency amounts', and a 'Show in sheet' section with various checkboxes for Configuration, Warehouse, Pallet ID, Size, Batch number, Serial number, and Color.

3. Close the form.
4. Click **Accounts receivable** > **Purchase order**.
5. Select the purchase order that you previously created and click **Posting** > **Invoice**.

6. Enter the following information:
 - **Quantity = All**
 - **Print invoice** = Select the check box.
7. Click **OK**.
8. Verify that that the **Invoice** report contains the tax number of 123456, and close the report.

Form for this feature

Refer to the following information about a form that you will use with this feature.

Form name and locator

Tax exempt numbers (form)

Accounts receivable > Customers > Tax number > Go to the Main Table Form

Description

Set up tax exempt numbers to print on reports.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Form name and locator	Description
Customers (form) Accounts receivable > Customers	Setup tab Tax number field Set up a tax exempt number for the customer.
Sales order (form) Accounts receivable > Sales order	Setup tab Tax number field The tax exempt number set up for the customer.
Vendors (form) Accounts payable > Vendors	Setup tab Tax number field Set up a tax exempt number for the vendor.
Purchase order (form) Accounts payable > Purchase order	Setup tab Tax number field The tax exempt number set up for the vendor.
Form setup (form) Accounts receivable > Setup > Forms > Form setup	Invoice tab Print tax exempt number on invoice check box Select this check box to print the tax exempt number on the sales invoice report.
Form setup (form) Accounts payable > Setup > Forms > Form setup	Invoice tab Print tax exempt number on invoice check box Select this check box to print the tax exempt number on the invoice report.

Inflation accounting in Inventory management

In the recent years, Turkey has experienced a very high rate of inflation. You can set up adjustments for inflation for inventory in the **Inventory parameters** form (**Inventory management > Setup > Parameters**).

The inflation adjustments you set up in the **Inventory adjustment** form (**Inventory management > Periodic > Closing and adjustment > Inflation accounting correction > Inventory adjustment**) will affect the current amounts.

In order to group items for inflation adjustment, **HAODK** groups are used that include one or more item groups for which type of inflation adjustment calculation (**Inventory in beginning period** or **Receipts in regular period**) can be set up.

You can view and print amounts with inflation and without inflation on the **Inflation acc. report** (**Inventory management > Periodic > Closing and adjustment > Inflation accounting correction > Inventory adjustment > Inflation acc. report**).

For more information, refer to the following topics:

- [Set up inventory for inflation](#)
- [Calculate inflation - Inventory adjustment](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Set up inventory for inflation

1. Click **Inventory management > Setup > Parameters**.
2. Click the **Inflation accounting** tab.

[okk] Inventory parameters

Locations | Transport | AIF | RFID | Cost exception control | Inventory dimensions | **Inflation accounting**

Last run for turnover

From date:

To date:

Last run for indexing

From date:

To date:

Inflation accounting

Method of inflation accounting - opening: **Turnover**

Method of inflation accounting - regular:

3. Enter the following information:
 - **Method of inflation accounting - opening = Turnover**
 - **Method of inflation accounting - regular = Average**
4. Close the **Inventory parameters** form.
5. Click **Inventory management > Setup > Inflation accounting > HAODK group**.

[iro] HAODK group

Overview | **General**

HAODK group lines

HA...	Name
*	

6. Press **CTRL+N** to create new line.
7. Enter the following information:
 - **HAODK group = INF**
 - **Name = INF test**
8. Click **HAODK group lines** and press **CTRL+N** to create new line.

HADDK group	Type	Adj...	From	To
* INF	Inventory in beginning period	<input checked="" type="checkbox"/>	140320	140320

9. Enter the following information:
 - **Type = Inventory in beginning period**
 - **From = 140320**
 - **To = 140320**
 - **Adjustable** = Select the check box.
10. Close all forms.
11. Click **Inventory management > Setup > Inventory groups**.
12. Select a line with **Parts** in the **Item group** field, and click the **Inflation accounting** tab.
13. Enter information in the **Average days in inventory** and **HADDK group** fields.

Item group: Parts, Parts

Overview | Sales order | Purchase order | Inventory | Production | Setup | Inflation accounting

Inflation accounting

Average days in inventory: 100

HADDK group: INF

Posting (B)

Forecasting (B) ▶

14. Close the **Inventory groups** form.
15. Click **Inventory management > Items**.
16. Select a line with **B-R14** in the **Item number** field, and click the **Inflation accounting** tab.
17. Enter information in the **Average days in inventory** and **Adjustable** fields.

(okk) Item - Item number: B-pack1, Battery Pack1

Other | Dimension | Cost exception control | **Inflation accounting**

Inflation accounting

Adjustable: ☒

Average days in inventory: 120

Market price: 0,00

Transactions (B)
On-hand (B)
Setup (B)
Trade agrmt. (B)
Functions (B)
Inquiries (B)
Forecasting (B)
BOM (B)
Route (B)

18. Close the form.

19. Click **Inventory management > Journals > Item transactions > Profit/Loss**.

(iro) Inventory journal - Journal: 000017_061, Fire damaged, Posted: No, Journal type: Profit/Loss

Show: Open

Overview | General | Setup | Blocking | History

Name	Journal	Description	Lines	P.	I...
IPL	000017_061	Fire damaged	1	<input type="checkbox"/>	
IPL	000018_061	Item found in corner of building 108	1	<input type="checkbox"/>	

Lines
Validate
Post
Create new
Log
Functions
Print (B)

20. Press **CTRL+N** to create a new journal.

21. Select **IPL** in the **Name** field and click **Lines**.

22. Press **CTRL+N** to create a new line and enter the following information:

- **Date = 10/18/2006**
- **Item number = B-R14**
- **Quality = 1**
- **Cost price = 10**

23. Click **Post** and close the form.

Calculate inflation - Inventory adjustment

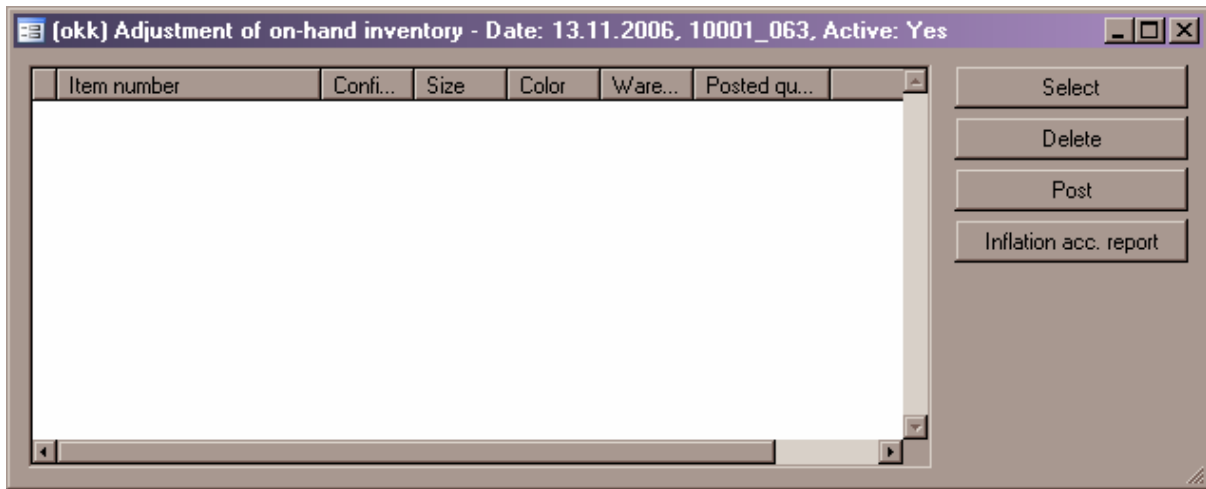
1. Click **Inventory management > Periodic > Closing and adjustment.**

2. Click **Inflation accounting correction > Inventory adjustment.**

3. Click **Select** and enter an **Index date**.

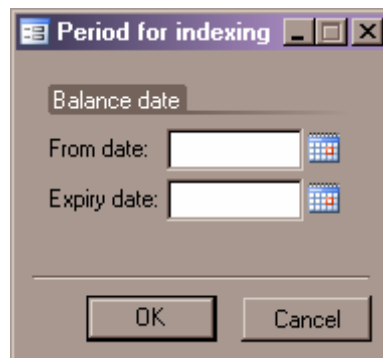
4. Click **OK**.
5. Verify that a new line is created in the form and that an adjustable amount is calculated.
6. Close the form.

7. Click **Inventory management > Periodic > Closing and adjustment.**
8. Click **Inflation accounting correction > Inventory adjustment - regular.**



The screenshot shows a window titled "[okk] Adjustment of on-hand inventory - Date: 13.11.2006, 10001_063, Active: Yes". The window contains a table with columns: Item number, Confi..., Size, Color, Ware..., and Posted qu... The table is currently empty. To the right of the table are four buttons: Select, Delete, Post, and Inflation acc. report.

9. Click **Select** and enter dates the **From date** and **Expiry date** fields.



The screenshot shows a dialog box titled "Period for indexing". It contains a label "Balance date" and two date input fields: "From date:" and "Expiry date:". Each date field has a small calendar icon to its right. At the bottom of the dialog are two buttons: "OK" and "Cancel".

10. Click **OK** and verify that a new line is created in the form and that an adjustable amount is calculated.
11. Close the form.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

HAODK group (form)

Inventory management > Setup > Inflation accounting > HAODK group.

HAODK group lines (form)

Inventory management > Setup > Inflation accounting > HAODK group > HAODK group lines.

Adjustment of on-hand inventory (form)

Inventory management > Periodic > Closing and adjustment > Inflation accounting correction > Inventory adjustment

Adjustment of on-hand inventory (form)

Inventory management > Periodic > Closing and adjustment > Inflation accounting correction > Inventory adjustment - regular

Description

Create HAODK groups.

Create HAODK group lines.

Calculate inventory adjustments for the beginning period and post adjusted transactions.

Calculate inventory adjustments for the regular period and post adjusted transactions.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Inventory parameters (form)

Inventory management > Setup > Parameters

Item group (form)

Inventory management > Setup > Item groups

Item (form)

Inventory management > Items

Closing and adjustment (form)

Inventory management > Periodic > Closing and adjustment

Inflation accounting tab

Set up parameters that will be used for inflation accounting calculation in Inventory management.

Inflation accounting tab

Specify the period and set up the **HAODK** group for inflation accounting.

Inflation accounting tab

Set up parameters to include in inflation accounting calculation for items.

Overview tab

Inflation accounting correction button

Calculate inventory adjustment for the beginning and regular periods.

Inflation accounting in Fixed assets

In the recent years, Turkey has experienced a very high rate of inflation. You can set up adjustments for inflation for fixed assets in the **Value models** form (**General ledger > Fixed assets > Value models**).

The inflation adjustments that you set up in the **Inflation accounting** form (**General ledger > Periodic > Inflation accounting**) will affect the current amounts.

For more information, refer to the following topics:

- [Set up fixed assets for inflation](#)
- [Calculate inflation](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Set up fixed asset for inflation

1. Click **General ledger > Setup > Exchange rates**.

- Click the **Inflation accounting** tab and select the **Average credit rate** check box.

[dat] Exchange rates - Currency: CAD, Canadian Dollars

Overview | General | Currency converter | Posting | Round-off | **Inflation accounting**

Inflation accounting

Average credit rate: ☒

Inflation acc. index ☒

Exchange rate

Start date	Exchange rate	T..
1/1/2006	86.1730	<input type="checkbox"/>
2/1/2006	87.2800	<input type="checkbox"/>
3/1/2006	84.7500	<input type="checkbox"/>
4/1/2006	85.9400	<input type="checkbox"/>
5/1/2006	86.0700	<input type="checkbox"/>
6/1/2006	86.1100	<input type="checkbox"/>
7/1/2006	86.8500	<input type="checkbox"/>
8/1/2006	85.8300	<input type="checkbox"/>
9/1/2006	86.2700	<input type="checkbox"/>
10/1/2006	86.1000	<input type="checkbox"/>
11/1/2006	86.8000	<input type="checkbox"/>
12/1/2006	85.2900	<input type="checkbox"/>

85.29 USD for 100 CAD

Buttons: External codes, Print exchange rates, Send electronically

- Click **General ledger > Setup > Fixed assets > Economic life time**.

Economic life ti...	Legend	Life ...	Rat...
RGA	test	10	0.02

4. Press **CTRL+N** to create new line, and enter the following information:
 - **Economic life time = INF**
 - **Life time = 10**
 - **Rate of normal depreciation = 5**
5. Close the form.
6. Click **General ledger > Fixed assets**.

Fixed asset ...	Fixed asset number	Name	Search name	C.	O.	T.
BLDGS	B-0001	Corporate headquarters	Corporateheadquarter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BLDGS	B-0002	Main warehouse building	Mainwarehousebuildin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BLDGS	B-0003	Inspection warehouse building	Inspectionwarehouseb	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BLDGS	B-0004	General warehouse building	Generalwarehousebuil	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMP	C-0001	Notebook PC	Notebook PC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMP	C-0002	USB peripheral switch	USB periph. switch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMP	C-0003	LCD monitor	LCDmonitor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMP	C-0004	Desktop PC	DesktopPC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FI-0001	FI-0001	Shelving unit	Shelvingunit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FI-0002	FI-0002	Office partition system	Officepartitionsyste	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FI-0003	FI-0003	Display rack	Displayrack	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FURN	FU-0001	Filing cabinet - 36" lateral	Filing cabinet - 36"	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FURN	FU-0002	Executive desk	Executivedesk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FURN	FU-0003	Book case	Bookcase	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
FURN	FU-0004	Arm tilter chair	Armitilterchair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

7. Press **CTRL+N** to create new line and enter the following information:
 - **Fixed asset group = MACH**
 - **Name = TEST**

- Click the **Value models** button, and in the **Value models** form, click the **Depreciation** tab.

The screenshot shows a software interface for managing fixed assets. The title bar indicates the fixed asset number is B-0001 for BLDGS. The 'Depreciation' tab is selected, showing various parameters for depreciation calculation. The 'Economic life time' field is highlighted with a red rectangle and contains the text 'INF'. Other visible fields include 'Depreciation profile' set to 'FACTOR', 'Method' set to 'Factor', 'Factor' set to '60.00', 'Interval' set to 'Monthly', 'Date when depreciation was last run' set to '30.06.2006', 'Service life' set to '39.00', 'Depreciation periods' set to '468', 'Expected scrap value' set to '0.00', and 'Placed in service' set to '01.01.2005'. The 'Depreciation' checkbox is checked.

- Select **INF** in the **Economic life time** field.
- Click the **General** tab, and fill in the **Acquisition** and **Acquisition price on invoice** fields.
- Click the **Inflation accounting** tab, and enter values in the **Marked price** and **Last date of run adjustment** fields.
- Close the form.
- Click **General ledger > Journals > Fixed assets**.
- Press **CTRL+N** to create a new journal.
- Select **FAA** in the **Name** field and click **Lines**.
- Create a transaction for acquisition of the fixed asset created in step 7.
- Click **Post > Post** and close the form.
- Click **General ledger > Journals > Fixed assets**.
- Press **CTRL+N** to create a new journal.
- Select **FAA_ADJ** in the **Name** field and click **Lines**.
- Create an adjustment transaction for the fixed asset acquisition.
- Click **Post > Post** and close the form.

Calculate inflation

- Click **General ledger > Periodic > Inflation accounting > Calculation of unreal financial expenses**.

Unreal financial expenses

General | Batch

Parameters

Calculation date:

Value model by fixed asset

Status:

Select (B)

OK Cancel

2. Enter a date in the **Calculation date** field and click **OK**.
3. Click **General ledger > Fixed assets**.
4. Select the fixed asset that you previously created.
5. Click **Value models** and click **Unreal financial expenses**.
6. Verify that a new line is created and close the form.
7. Click **General ledger > Journals > Fixed asset**.
8. Press **CTRL+N** to create a new journal.
9. Select **FAREVAL** in the **Name** field and click **Lines**.
10. Click **Proposals > Inf. Acc. - correction opening**.

Inf. acc. - correction opening

Parameters

Index date:

Posting date:

Fixed assets

Fixed asset number:

Fixed asset group:

Value model by fixed asset

Value model:

Depreciation:

Value models

Posting layer:

Select (B)

OK Cancel

11. Enter dates in the **Index date** and **Posting date** fields and click **OK**.

12. Verify that a new line is created in the journal.
13. Click **Proposals > Inflation accounting- correction.**

14. Enter dates in the **Index date** and **Posting date** fields and click **OK**.
15. Verify that a new line is created in the journal.
16. Close the form.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Fixed asset economic life time table (form)
General ledger > Setup > Fixed assets > Economic life time

Unreal financial expenses (form)
General ledger > Fixed assets > Value models > Unreal financial expenses

Description

Maintain asset life information for your fixed assets. Information from the table is published by government and is distributed as default application data.

Calculate unreal financial expenses for the fixed assets.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Form name and locator

Fixed asset group/value model (form)

General ledger > Setup > Fixed assets > Value models > Fixed asset group

Value models (form)

General ledger > Fixed assets > Value models

Value models (form)

General ledger > Fixed assets > Value models

Value models (form)

General ledger > Fixed assets > Value models

Journal voucher (form)

General ledger > Journals > Fixed assets

Exchange rates (form)

General ledger > Setup > Exchange rates

Description

General tab

Economic life time field

Set up the economic life time for each asset on the basis of the value model.

Overview tab

Unreal financial expenses button

Review results of the unrealized financial expenses calculation.

General tab

Acquisition price on invoice field

Specify an acquisition price for an asset. You can change the price by posting additional transactions, such as acquisition adjustments.

Inflation accounting tab

Inquire on the date when an inflation adjustment was last run, and specify the market price for an asset.

Proposals button

Use the **Depreciation proposal - inflation acc.** menu item to calculate depreciation proposal.

Use the **Inf. Acc. - correction opening** menu item to calculate adjustments on fixed assets for the beginning and on regular periods.

Use the **Inflation accounting - correction** menu item to calculate adjustments on fixed assets on regular periods.

Inflation accounting tab

Specify an average credit rate on the exchange rate.

Inflation accounting in General ledger

In the recent years, Turkey has experienced a very high rate of inflation. You can set up adjustments for inflation in the **General ledger parameters** form (**General ledger > Setup > Parameters**).

The adjustments of inflation that you set up in the **Inflation accounting** form (**General ledger > Periodic > Inflation accounting**) will affect the current amounts.

For more information, refer to the following topics:

- [Set up general ledger for inflation](#)
- [Calculate inflation](#)
- [Forms that are modified for this feature](#)

Set up general ledger for inflation

1. Click **General ledger > Setup > Exchange rates**.

[dat] Exchange rates - Currency: CAD, Canadian Dollars

Overview | General | Currency converter | Posting | Round-off | **Inflation accounting**

Inflation accounting

Average credit rate: ☐

Inflation acc. index ☒

External codes

Print exchange rates

Exchange rate

Send electronically

Start date	Exchange rate	T.
1/1/2006	86.1730	<input type="checkbox"/>
2/1/2006	87.2800	<input type="checkbox"/>
3/1/2006	84.7500	<input type="checkbox"/>
4/1/2006	85.9400	<input type="checkbox"/>
5/1/2006	86.0700	<input type="checkbox"/>
6/1/2006	86.1100	<input type="checkbox"/>
7/1/2006	86.8500	<input type="checkbox"/>
8/1/2006	85.8300	<input type="checkbox"/>
9/1/2006	86.2700	<input type="checkbox"/>
10/1/2006	86.1000	<input type="checkbox"/>
11/1/2006	86.8000	<input type="checkbox"/>
12/1/2006	85.2900	<input type="checkbox"/>

85.29 USD for 100 CAD

2. Click the **Inflation accounting** tab and select the **Inflation acc. index** check box.
3. Close the form.
4. Click **General ledger > Setup > Parameters**.
5. Click the **Inflation accounting** tab.

(inf) General ledger parameters

Exchange adjustment accounts | Inflation accounting | Number sequences

Inflation accounting

Account for inflation correction:

Last date run

Date of last run of adjustment: 01.10.2006

6. Select an account in the **Account for inflation correction** field, and enter a date in the **Date of last run of adjustment**.
7. Close the form.
8. Click **General ledger > Setup > Journals > Journal names**.
9. Press **CTRL+N** to create a new journal and enter the following information:
 - **Name = INF**
 - **Description = inf correction**
 - **Journal type = Inflation accounting**
 - **Voucher series = Gene_3**
10. Close the form.
11. Click **General ledger > Chart of accounts**.
12. Select the account from step 6, and click the **Inflation accounting** tab.

(inf) Chart of accounts - Ledger account: 140150, Bulls issues

Financial statement | Dimension | FASB type | Exchange adjustment accounts | Inflation accounting

Inflation accounting

Method of inflation accounting - opening

Account type for inflation: Normal

Account for inflation correction: 140150-Inf

Ledger account for inflation: INF

Monetary: Non-monetary

Correction type: Correction date

Include inflation journals: ☐

Omit:

Item turnover: 0

Transactions

Balance

Period balances

Setup

Inquiry

Account statement

Ledger budget

Validation list

Cost category

Send electronically

13. Enter the following information:
 - **Account type for inflation = Normal**

- **Ledger account for inflation = 803200**
- **Monetary = Non-monetary**
- **Correction type = Correction date**

14. Close the form.

15. Click **General ledger > Journals > Journal entry**.

16. Press **CTRL+N** to create a new journal.

17. Select **Day1** in the **Name** field and click **Lines**.

18. Press **CTRL+N** to create a new line and enter the following information:

- **Account** = The account from step 6
- **Offset account** = **170150**
- **Debit** = **1000**
- **Transaction text type** = **Daily journal**

19. Click the **Inflation accounting** tab.

20. Verify that the **Adjustable** check box is selected and click **Post > Post**.

21. Close the journal.

Calculate inflation

1. Click **General ledger > Periodic > Inflation accounting > Creation of inflation acc. adjustment voucher**.

The screenshot shows a dialog box titled "Inflation accounting correction journal". It has two tabs: "General" and "Batch". The "General" tab is active. Inside the dialog, there are three input fields: "Inflation accounting Name of journal" (containing "INF"), "Index date", and "Date". Each date field has a calendar icon to its right. At the bottom right, there are "OK" and "Cancel" buttons.

2. Select **INF** in the **Inflation accounting name of journal** field, and specify a date in the **Index date** field and a posting date in the **Date** field.
3. Click **OK**.
4. Click **General ledger > Journals > Inflation accounting correction journal**.
5. Verify that a new journal with transactions is created, and close the form.
6. Click **General ledger > Periodic > Inflation accounting > Creation of inflation acc. adjustment voucher**.

This is an identical screenshot of the "Inflation accounting correction journal" dialog box as shown above. It displays the "General" tab with the "Inflation accounting Name of journal" field set to "INF", and empty "Index date" and "Date" fields. The "Batch" tab is also visible, and "OK" and "Cancel" buttons are at the bottom right.

7. Select **INF** in the **Inflation accounting name of journal** field, specify a date in the **Index date** field, and enter a posting date in the **Date** field.
8. Click **OK**.
9. Click **General ledger > Journals > Inflation accounting correction journal**.
10. Verify that a new journal with transactions is created and close the form.

Forms that are modified for this feature

Refer to the following information about forms and fields that you will use with this feature.

Form name and locator	Description
Ledger parameters (form) General ledger > Setup > Parameters	Inflation accounting tab Set up a default account for inflation correction. Displays the date of the last run for adjustment.
Chart of accounts (form) General ledger > Chart of accounts	Inflation accounting tab Set up parameters for inflation accounting on accounts.
Journal voucher (form) General ledger > Journals > Journal entry	Inflation accounting tab Exclude some transactions or modify the correction date on journals during inflation adjustment.
Exchange rates (form) General ledger > Setup > Exchange rates	Inflation accounting tab Specify average credit rate and TEFE index for the currency code.
Voucher transactions (form) General ledger > Periodic > Inflation accounting > Update fields of inflation on posted vouchers	Overview tab Adjustable checkbox Select this check box to make a transaction adjustable.
Voucher transactions (form) General ledger > Periodic > Inflation accounting > Update fields of inflation on posted vouchers	Overview tab Correction date field Enter and modify the correction date.
Voucher transactions (form) General ledger > Periodic > Inflation accounting > Update fields of inflation on posted vouchers	Inflation accounting tab Exclude some transactions or modify the correction date on journals during inflation adjustment.
Financial statement (form) General ledger > Setup > Financial statement > Financial statement	Transactions tab Include inflation journals checkbox. Indicate whether to include transactions from inflation journals on financial statement report.

Adjustable monetary amounts

You can calculate and display monetary amounts with lengths up to twenty characters. This is useful in a hyperinflation environment.

In addition, all data fields of the monetary amount type have been rearranged for the 16-digit and 2-decimal numbers.

You can use the redesigned reports to print monetary amounts correctly:

For more information, refer to the following topics:

- [Print the Bank account report](#)
- [Print the Customer aging report](#)
- [Print the Customer balance list with credit limit](#)
- [Print the Customer/Ledger reconciliation report](#)
- [Print the Purchase forecast per item report](#)
- [Print the Inventory receipt, forecast and current report](#)
- [Print the Price/Discount List report](#)
- [Print the Vendor/Ledger reconciliation report](#)
- [Print the Inventory transactions report](#)

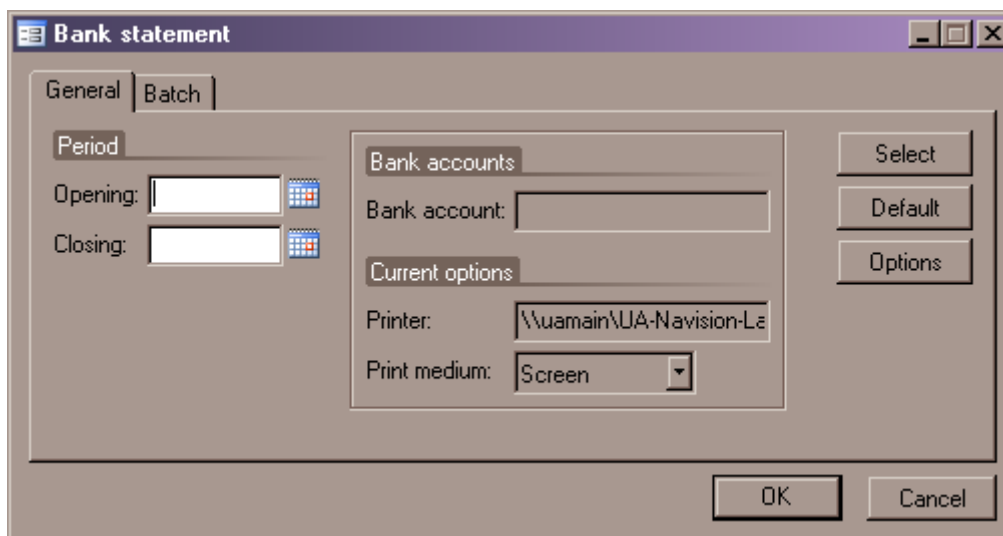
Print the Bank account report

Print this report to view transactions for a bank account.

1. Click **Bank > Bank accounts**.

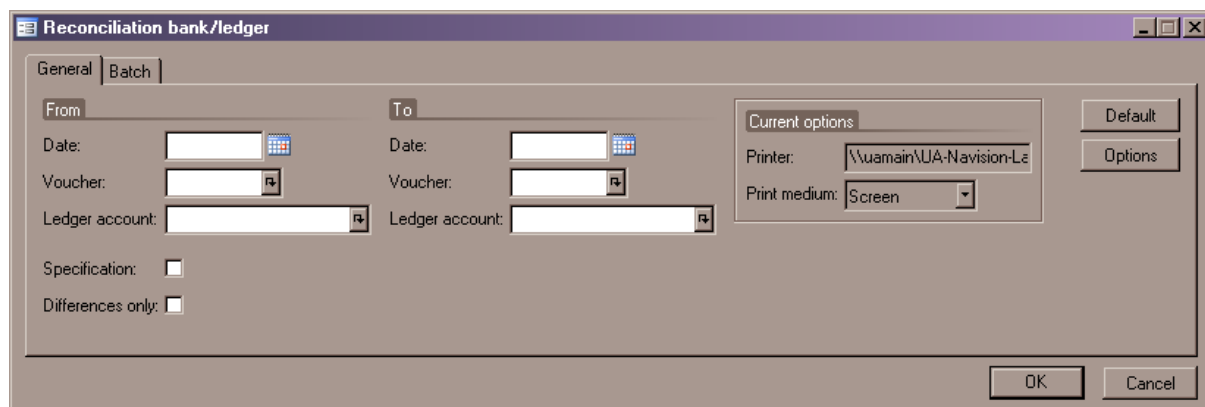
Bank ac...	Name	Bank ...	Routing ...	Bank account number	Ledger account	Cur...
CADBANK	Bank Account - CAD	CTB	5678		110120	CAD
DKKBANK	Bank Account - DKK	STB	1234		110140	DKK
EURBANK	Bank Account - EUR	STB	1234		110130	EUR
GBPBANK	Bank Account - GBP	STB	1234		110150	GBP
USDBANK	Bank Account - USD	UTB	3456		110110	USD

2. Press **CTRL+N** to create a new bank account and enter the following information:
 - **Bank account = Monetary amounts**
 - **Name = New bank account**
 - **Bank group = UTB**
 - **Ledger account = 110110**
 - **Currency = USD**
3. Close the form.
4. Click **General ledger > Journals > Journal entry**.
5. Press **CTRL+N** to create a new journal.
6. Select **Day1** in the **Name** field and click **Lines**.
7. Enter the following information:
 - **Account = 110180**
 - **Debit = 100000000000.00**
 - **Offset account type = Bank**
 - **Offset account = Monetary amounts**
 - **Transaction text type = Daily journal**
8. Click **Post > Post** and close the form.
9. Click **Bank > Reports > Transactions > Bank account statement**.



The 'Bank statement' dialog box has two tabs: 'General' and 'Batch'. The 'General' tab is active. It contains a 'Period' section with 'Opening' and 'Closing' date pickers. A 'Bank accounts' section includes a 'Bank account' text field and a 'Select' button. Below this is a 'Current options' section with a 'Printer' text field (containing '\\uamain\UA-Navision-La') and a 'Print medium' dropdown menu (set to 'Screen'). To the right of the 'Bank account' field are 'Default' and 'Options' buttons. At the bottom right are 'OK' and 'Cancel' buttons.

10. Click **Select** and select the **Monetary amounts** bank account in the **Criteria** field and click **OK**.
11. Click **OK** again, and verify that the report is printed and that the amount set up is displayed correctly.
12. Close the report.
13. Click **General ledger > Reports > Reconciliation > Bank**.



The 'Reconciliation bank/ledger' dialog box has two tabs: 'General' and 'Batch'. The 'General' tab is active. It features a 'From' section with 'Date', 'Voucher', and 'Ledger account' fields, and a 'To' section with the same fields. There are checkboxes for 'Specification' and 'Differences only'. A 'Current options' section on the right includes a 'Printer' text field (containing '\\uamain\UA-Navision-La') and a 'Print medium' dropdown menu (set to 'Screen'). To the right of this section are 'Default' and 'Options' buttons. At the bottom right are 'OK' and 'Cancel' buttons.

14. Click **OK**, and verify that the report is printed and that the amount set up is displayed correctly.
15. Close the report.

Print the Customer aging report

Print this report to view the transactions for the specified customer and due dates for payments.

1. Click **Accounts receivable > Free text invoice**.

(dat) Free text invoice

Overview | Invoice | Address | Payment | Dimension | Invoice lines | Dimension invoice line

Customer account	Invoice account	D.	Date	Curre...	Invoice	Pre-printe...
▶ 4000	4000	<input type="checkbox"/>	6/30/2006	USD	00001_013	
4031	4031	<input type="checkbox"/>	2/24/2006	GBP	00002_013	
4032	4032	<input type="checkbox"/>	1/5/2006	EUR	00003_013	
4032	4032	<input type="checkbox"/>	2/18/2006	EUR	00004_013	

Posting ▶
Setup ▶
Functions ▶
Printout ▶
Inquiries ▶
Error text

2. Press **CTRL+N** to create a new free text invoice.
3. Enter information in the **Customer account** and **Currency** fields.
4. Click the **Invoice lines** tab and enter the following information:
 - **Ledger account = 120210**
 - **Amount = 100000000000.00**
5. Click **Posting > Free text invoice**.
6. Click **OK**, and close the form.
7. Click **Accounts receivable > Reports > Status > Customer aging report**.

8. Click **Select**, select the customer account, and click **OK**.
9. Click **OK**, and verify that the report is printed and that the amount set up is displayed correctly.
10. Close the report.

Print the Customer balance list with credit limit

Print the report to view a balance list for the customer with the credit limit displayed.

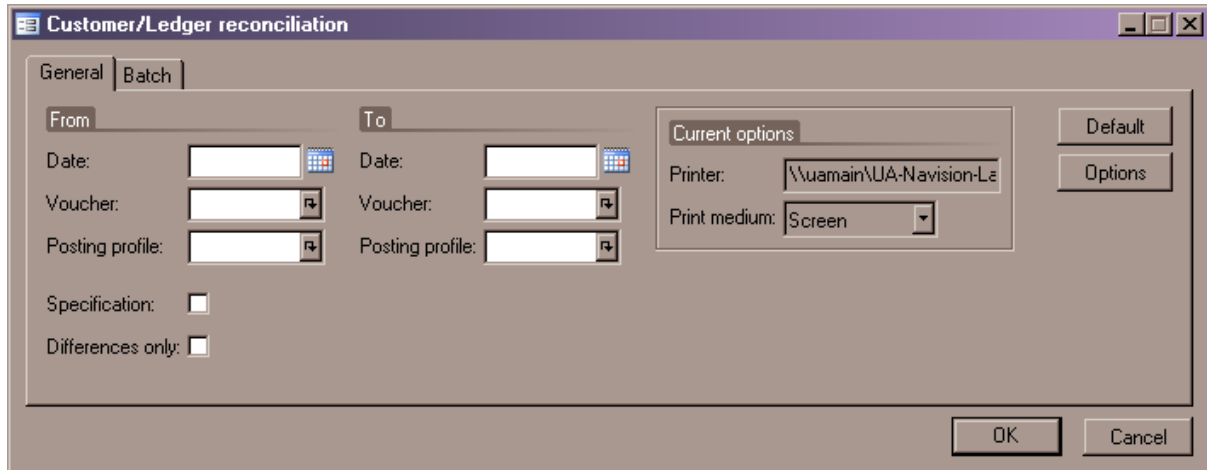
1. Click **Accounts receivable > Reports > Status > Customer balance list with credit limit**.

2. Click **Select**, select the customer account, and click **OK**.
3. Click **OK**, and verify that the report is printed and that the amount set up is displayed correctly.
4. Close the report.

Print the Customer/Ledger reconciliation report

Print this report to view the results of customer and ledger accounts reconciliation.

1. Click **General ledger** > **Reports** > **Reconciliation** > **Customer** > **Customer**.



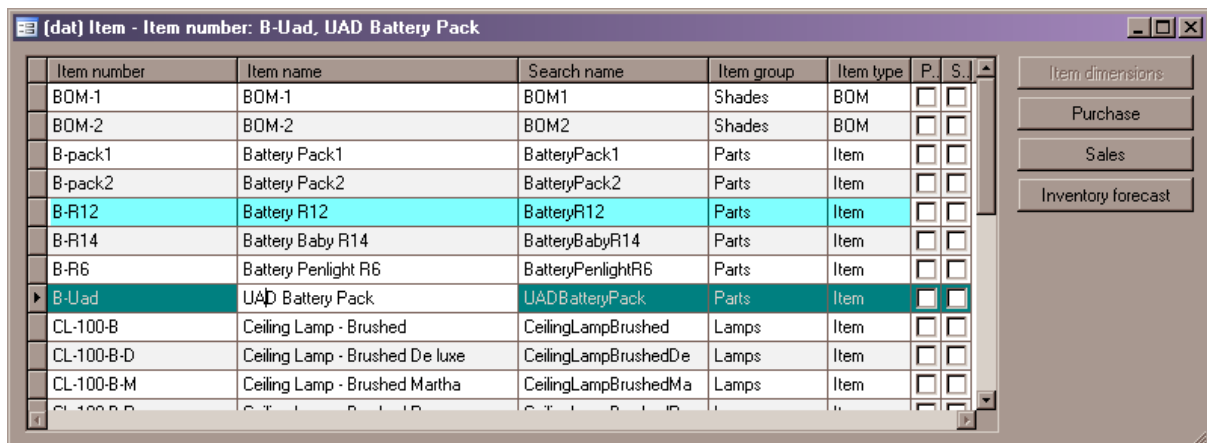
The dialog box titled "Customer/Ledger reconciliation" has two tabs: "General" and "Batch". The "General" tab is active. It contains fields for "From" and "To" with sub-fields for "Date:", "Voucher:", and "Posting profile:". There are also checkboxes for "Specification:" and "Differences only:". A "Current options" section contains "Printer:" (set to "\\uamain\UA-Navision-L2") and "Print medium:" (set to "Screen"). Buttons for "Default", "Options", "OK", and "Cancel" are present.

2. Click **OK**, and verify that the report is printed and that the amount set up is displayed correctly.
3. Close the report.

Print the Purchase forecast per item report

Print this report to view purchase forecasting for an item.

1. Click **Inventory management** > **Periodic** > **Forecast** > **Entry** > **Items**.



The dialog box titled "[dat] Item - Item number: B-Uad, UAD Battery Pack" displays a table of items. The table has columns: Item number, Item name, Search name, Item group, Item type, P., and S. The item "B-R12" is highlighted in cyan. To the right of the table are buttons for "Item dimensions", "Purchase", "Sales", and "Inventory forecast".

Item number	Item name	Search name	Item group	Item type	P.	S.
BOM-1	BOM-1	BOM1	Shades	BOM	<input type="checkbox"/>	<input type="checkbox"/>
BOM-2	BOM-2	BOM2	Shades	BOM	<input type="checkbox"/>	<input type="checkbox"/>
B-pack1	Battery Pack1	BatteryPack1	Parts	Item	<input type="checkbox"/>	<input type="checkbox"/>
B-pack2	Battery Pack2	BatteryPack2	Parts	Item	<input type="checkbox"/>	<input type="checkbox"/>
B-R12	Battery R12	BatteryR12	Parts	Item	<input type="checkbox"/>	<input type="checkbox"/>
B-R14	Battery Baby R14	BatteryBabyR14	Parts	Item	<input type="checkbox"/>	<input type="checkbox"/>
B-R6	Battery Penlight R6	BatteryPenlightR6	Parts	Item	<input type="checkbox"/>	<input type="checkbox"/>
B-Uad	UAD Battery Pack	UADBatteryPack	Parts	Item	<input type="checkbox"/>	<input type="checkbox"/>
CL-100-B	Ceiling Lamp - Brushed	CeilingLampBrushed	Lamps	Item	<input type="checkbox"/>	<input type="checkbox"/>
CL-100-B-D	Ceiling Lamp - Brushed De luxe	CeilingLampBrushedDe	Lamps	Item	<input type="checkbox"/>	<input type="checkbox"/>
CL-100-B-M	Ceiling Lamp - Brushed Martha	CeilingLampBrushedMa	Lamps	Item	<input type="checkbox"/>	<input type="checkbox"/>

2. Select the **B-R12** item number, and click **Purchase**.

Inventory purchase forecast postings

General | Batch

View

Configuration: ☐

Size: ☐

Color: ☐

Warehouse: ☐

Batch number: ☐

Location: ☐

Pallet ID: ☐

Serial number: ☐

Items

Item number:

Item group:

Purchase forecast

Model:

Date:

Vendor account:

Vendor group:

Report:

Active:

Inventory dimensions

Warehouse:

Current options

Printer:

Print medium:

Select

Default

Options

OK

Cancel

6. Select the **Location**, **Pallet ID** and **Serial** check boxes and click **OK**.
7. Verify that the report is printed with the amount displayed correctly, and close the report.

Print the Inventory receipt, forecast and current report

Print this report to view information about an item, including its receipt, balance as of current date, and forecasting.

1. Click **Inventory management > Reports > Forecast > Purchase forecast > Forecast/Current**.

Inventory receipt, forecast and current

General | Batch

Forecast interval

Model: [v]

Start date: [calendar] End date: [calendar]

Current interval

Start date: [calendar] End date: [calendar]

Items

Item number:

Item group:

Current options

Printer: \\uamain\UA-Navision-La

Print medium: [v]

Select

Default

Options

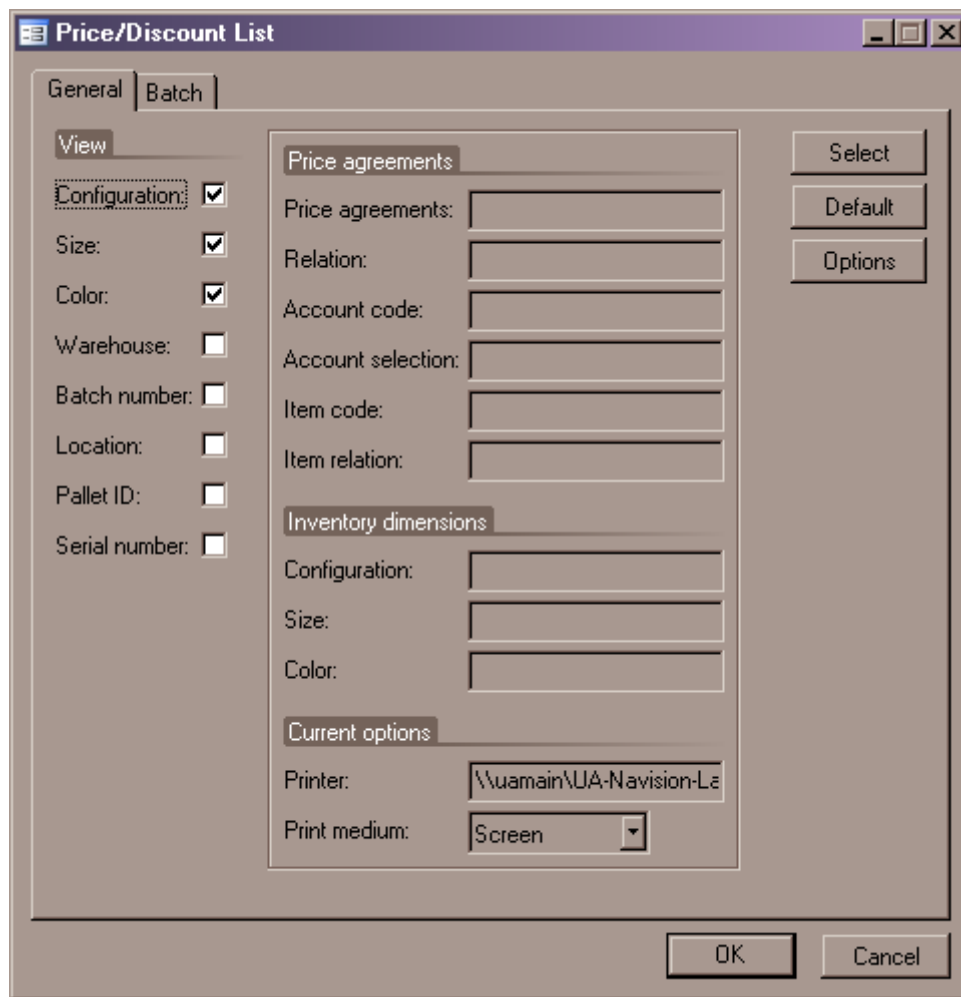
OK Cancel

2. Select **Nov** in the **Model** field and select the **B-R12** item number.
3. Click **OK** and verify that the report is printed with the amount of 100000000000.00 displayed correctly.
4. Close the report.

Print the Price/Discount List report

Print this report to view a price list and list of discounts available for the selected items.

1. Click **Accounts receivable > Reports > Price/Discount > Price/Discount List**.



The **Price/Discount List** dialog box has two tabs: **General** and **Batch**. The **General** tab is active.

View

- Configuration:** ☒
- Size:** ☒
- Color:** ☒
- Warehouse:** ☐
- Batch number:** ☐
- Location:** ☐
- Pallet ID:** ☐
- Serial number:** ☐

Price agreements

Price agreements:
 Relation:
 Account code:
 Account selection:
 Item code:
 Item relation:

Inventory dimensions

Configuration:
 Size:
 Color:

Current options

Printer:
 Print medium:

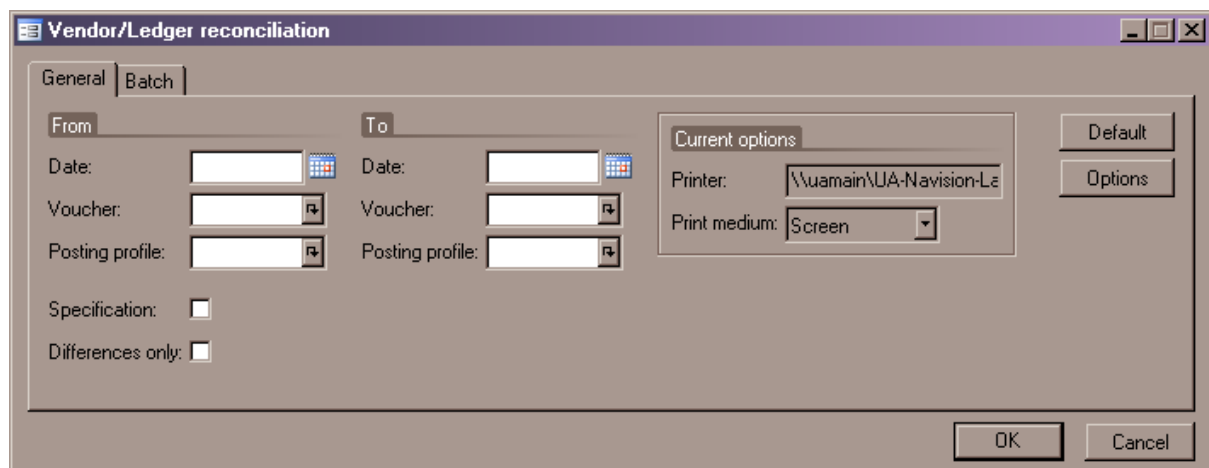
Buttons: **Select**, **Default**, **Options**, **OK**, **Cancel**

2. Click **OK** and verify that the **Amount** field is adjustable for 16-digit and 2-decimal numbers.
3. Close the report.

Print the Vendor/Ledger reconciliation report




Print this report to view the results of vendor and ledger account reconciliation.

1. Click **General ledger > Reconciliation > Vendor > Vendor**.






The **Vendor/Ledger reconciliation** dialog box has two tabs: **General** and **Batch**. The **General** tab is active.

From

Date: 
 Voucher: 
 Posting profile: 

To

Date: 
 Voucher: 
 Posting profile: 

Current options

Printer:
 Print medium:

Buttons: **Default**, **Options**, **OK**, **Cancel**

Specification: ☐
Differences only: ☐

2. Click **OK** and verify that the **Amount** field is adjustable for 16-digit and 2-decimal numbers.
3. Close the report.

Print the Inventory transactions report

Print this report to view transactions for the items with the selected parameters.

1. Click **Inventory management > Reports > Transactions > Inventory transactions**.

2. Click **OK** and verify that the **Amount** field is adjustable for 16-digit and 2-decimal numbers.
3. Close the report.

General ledger - date interval

You can print a report that shows information about the General ledger statutory book for selected periods. To print the **General ledger – date interval** report, click **General ledger > Reports > Transactions > TR reports > General Ledger - date interval**.

For more information, refer to the following topics:

- [Set up periods](#)
- [Set up General ledger numbering](#)
- [Generate journal ledger item numbers](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Set up periods

1. Click **General ledger > Setup > Periods > Periods**.

2. Click **Create new fiscal year**.
3. Use the beginning and ending dates for the fiscal year that are suggested by the system.
4. Type **1** in the **Desired length of period** field to set up fiscal period of 1 month.
5. Select **Months** in the **Unit** field.
6. Click **OK**.
7. Close the form.

Set up journal ledger item numbering

1. Click **General ledger > Setup > Parameters**.
2. Click the **Options for statutory books and journal entry** tab.

The screenshot shows a software window titled "[ir2] General ledger parameters". It has several tabs: "Ledger", "Fiscal year close", "Budget", "Sales tax", "Fixed assets", "Inventory dimensions", "Options for statutory books and journal entry" (which is selected), and "Exchange adjustment account".

Under the selected tab, there is a section titled "Accounting journal entry form". It contains the following fields and controls:

- "Save to archive:" with a checked checkbox.
- "General ledger" section:
 - "Print page number on general ledger?" with an unchecked checkbox.
 - "Journal ledger item No." label.
 - "Starting journal item No." with a text input field containing the value "0".

3. Type **1** in the **Starting journal item No.** field.
4. Close the form.
5. Click **General ledger > Setup > Periods > Periods**.
6. Click the **Status for bookkeeping** tab.

7. Verify that the **Last item No. assigned** field value is **0**, and that the **Statutory journal printout** check box is cleared.

Generate journal ledger item numbers

1. Click **General ledger > Journals > Journal entry**.
2. Press **CTRL+N** to create a new journal.
3. Select **Day1** in the **Name** field and click **Lines**.
4. Create two transactions with dates within the period that you previously set up.
5. Click **Post > Post** and close the form.
6. Click **General ledger > Setup > Periods > Periods**.
7. Select the period that you created and select **Closed** in the **Status** field.
8. Click **Journal item numbering**.
9. Click **OK**.
10. Close the **Periods** form.

Print the General ledger – date interval report

Print this report to view transactions for the selected period.

1. Click **General ledger > Reports > Transactions > TR reports > General ledger – date interval**.

2. Specify the period and click **OK**.
3. Verify that the report is printed and that it displays transactions for the period.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Journal entry (form)

General ledger > Journals > Journal entry

General ledger – date interval (report)

General ledger > Reports > Transactions > TR reports
> General ledger – date interval

Description

Create and post transactions.

Print a report that shows information about transactions for the period specified for the **General ledger** report.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

General ledger parameters (form)
General ledger > Setup > Parameters

General ledger parameters (form)
General ledger > Setup > Parameters

Periods (form)
General ledger > Setup > Periods > Periods

Periods (form)
General ledger > Periods > Periods

Periods (form)
General ledger > Periods > Periods

Periods (form)
General ledger > Periods > Periods

Options for statutory books and journal entry tab
Set up parameters for the statutory books and journal entries.

Options for statutory books and journal entry tab
Starting journal item No. field
Specify the number to use as the first number for the fiscal year.

Status for bookkeeping tab
Verify the status of statutory books.

Status for bookkeeping tab
Last item No. assigned field
The last ledger journal item number for the current period.

Status for bookkeeping tab
Statutory journal printout check box
Indicates that the Journal ledger - regular report is printed.

Overview tab
Journal item numbering button
Generate journal item numbers for one period.

New column on the Transaction list report

You can print a modified and enhanced **Ledger transaction list** report (**General ledger > Reports > Transactions > Ledger transaction list**). To customize the report for daily usage in the Turkish market, the **Accumulated** column displays amounts only in the primary company currency.

For more information, refer to the following topics:

- [Print the Ledger transaction list report](#)
- [Forms for this feature](#)

Print the Ledger transaction list report

Print this report to view the list of ledger transactions.

1. Click **General ledger > Journals > Journal entry**.
2. Press **CTRL+N** to create a new journal.
3. Select **Day1** in the **Name** field and click **Lines**.
4. Press **CTRL+N** to create a new line and enter the following information:
 - **Date = 11/20/2006**
 - **Account = 110160**
 - **Credit = 1000**
 - **Offset account = 110180**
 - **Currency = USD**
5. Click **Post > Post** and close all forms.
6. Click **General ledger > Reports > Transactions > Ledger transaction list**.

7. Click **OK** and verify that the report is printed correctly and that the **Accumulated** contains - **1000 USD** in it, which is the transaction amount.
8. Close the report.

Form for this feature

Refer to the following information about a form that you will use with this feature.

Form name and locator

Ledger transaction list (form)

General ledger > Reports > Transactions > Ledger transaction list

Description

Print a report that shows information about ledger transactions and an amount accumulated in primary company currency.

Phased fiscal year closing

In accordance with the Turkish accounting system, the fiscal year-end closing should be done in three different steps. However, the application closes the fiscal year in one step, so some enhancements have been added. You now can close the fiscal year according to the following Turkish legal regulations:

- Accounts starting with 7 should be reflected to accounts starting with 151 or 6 through the reflecting accounts.
- Profit and loss accounts must be reset by transferring the balance of accounts starting with 6 to the accounts starting with 690.
- The offset transactions should be created for taxing.
- The balance of accounts from 690 to 692 should be transferred to accounts 590 and 591.
- Balance accounts must be updated.
- Balance accounts should be transferred into the new year as opening transactions.

The following enhancements allow you to do the voucher closing according to Turkish accounting standards:

- Reflections (Mirroring)
- Transfer balances
- Close balance accounts and create open vouchers

Reflections (Mirroring)

Reflection vouchers are used to transfer the balance of cost accounts (starting with 7) to revenue accounts (starting with 6). Reflections can be prepared monthly, quarterly, or yearly.

First, you must set up mirroring accounts in the **Mirror accounts** form (**General ledger > Setup > Mirroring > Mirror accounts**). Then, define a ledger account to be mirrored, a type of mirroring – detailed including all transactions (**Detail**) or with only totals (**Summary**); **Mirror account** and **Mirror offset account** that the ledger account will be transferred to.

There are two methods of reflection: detailed and summary.

You can run the **Detailed** reflection from the **Calculation of mirror accounts – detailed** form (**General ledger > Periodic > Calculation of mirror accounts – detailed**). When you run detailed mirroring, the new lines are created in existing vouchers for the specified ledger account for the period.

You can run the **Summary** reflection from the **Calculation of mirror accounts – summary** form (**General ledger > Periodic > Calculation of mirror accounts – summary**). A new voucher is created that transfers the balance of the selected ledger account to the mirror accounts at the end of the period. The new voucher is created in the selected daily journal, and you can post it after you verify the information and make corrections, if needed.

Transfer balances

You can use the **Closing revenue & cost accounts – auto** form (**General ledger > Periodic > Fiscal year close > Closing revenue & cost accounts – auto**) to create a closing voucher. Use this voucher to transfer balances from the Revenue and Cost accounts to the Profit and loss accounts starting with 690.

Note: Before you create the closing voucher, you must set up the dimensions for reflection and closing on the **Fiscal year close** tab of the **General ledger parameters** form (**General ledger > Setup > Parameters**).

In the **Closing revenue & cost accounts – auto** form, you should create a new closing sheet and make all necessary settings. When you click the **Settlement** button, a blank sheet is displayed.

Click the **Transfer balances** button to close the offset account, dimensions, and ledger accounts that are selected..

When the **Profit and loss** accounts are selected in the query, all accounts starting with 6 and 7 are closed with 690. After you click **OK**, balances are transferred to the closing sheet. You can post the closing sheet after you verify it.

Note: You cannot create new lines on the closing sheet. However, if it is necessary, you should manually close all revenue and cost accounts (**General ledger > Periodic > Fiscal year close > Closing revenue & cost accounts – manual**).

After you transfer the balances of the Profit and loss accounts to 690 accounts, you should create an offset transaction for posting taxes. You can do this manually in the **Closing revenue & cost accounts – manual** form (**General ledger > Periodic > Fiscal year close > Closing revenue & cost accounts – manual**). The manual vouchers are saved into the closing period. The process is the same as with automatic closing, but you can create new lines.

Close balance accounts and create open vouchers

You can reset balance accounts and create closing and opening vouchers for the fiscal year from the **Opening transaction** form (**General ledger > Periodic > Fiscal year close > Opening transactions**). The closing voucher is saved at the end of the year into the closing period, and it displays information by account, currency, and set up dimensions.

Two new features are added to the standard closing process:

- You can now select dimensions
- You can use separate numbers for opening and closing vouchers

Selective dimensions

If you select the **Skip specification by dimension** check box in the **General ledger parameters** form, dimensions are not included in closing and opening vouchers. If the check box is not selected, closing and opening will be done according to the set up dimensions.

Separate numbers for opening and closing vouchers

Previously, only the same voucher numbers could be assigned to the closing and opening vouchers. You now can select separate numbers for the vouchers.

For more information, refer to the following topics:

- [Set up number sequences](#)
- [Set up year close parameters without dimensions](#)
- [Set up mirror accounts for summary reflection](#)
- [Create transactions](#)
- [Create reflecting voucher using summary type of reflection](#)
- [Transfer balances](#)
- [Create opening voucher and print Close-of-year transactions report](#)
- [Set up general ledger parameters for year close with selective dimensions](#)
- [Set up mirror accounts for detailed reflection](#)
- [Create transactions](#)
- [Create reflecting voucher using detailed type of reflection](#)
- [Transfer balances](#)
- [Create opening voucher and print Close-of-year transactions report](#)
- [Forms for this feature](#)
- [Forms that are modified for this feature](#)

Set up number sequences

1. Click **Basic > Setup > Number sequences > Number sequences**.

The screenshot shows the 'Number sequences' window with the title bar '(dat) Number sequences - Number sequence code: Acco_12, AR One-time customer'. The window has tabs for 'Overview', 'General', 'Cleanup', and 'Performance'. The 'Overview' tab is active, displaying a table with the following columns: 'Numb...', 'Name', 'Smallest', 'Largest', 'Next', 'Format', 'I...', and 'I...'. The table contains 24 rows of account sequences, with 'Acco_12' selected. To the right of the table is a 'References' panel with buttons for 'List', 'Clean up', 'History', and 'Wizard'.

Numb...	Name	Smallest	Largest	Next	Format	I...	I...
Acco_11	AR Customer account	1	4999	4038		<input checked="" type="checkbox"/>	
Acco_12	AR One-time customer	5000	9999	5000		<input type="checkbox"/>	
Acco_13	AR Free text invoice	1	99999	11	#####_013	<input checked="" type="checkbox"/>	
Acco_14	AR Free text credit note	1	99999	1	#####_014	<input type="checkbox"/>	
Acco_15	AR Collection letter	1	99999	1	#####_015	<input type="checkbox"/>	
Acco_16	AR Interest note	1	99999	1	#####_016	<input type="checkbox"/>	
Acco_17	AR Payment ID	1	9990	1	#####_017	<input type="checkbox"/>	
Acco_18	AR Reimbursement	1	99999	3	#####_018	<input checked="" type="checkbox"/>	
Acco_19	AR Bill ID	1	99999	3	#####_019	<input checked="" type="checkbox"/>	
Acco_20	AR Free text invoice voucher	30000	39999	30000	#####_020	<input type="checkbox"/>	
Acco_21	AR Free text credit note voucher	40000	49999	40000	#####_021	<input type="checkbox"/>	
Acco_22	AR Collection letter voucher	50000	59999	50000	#####_022	<input type="checkbox"/>	
Acco_23	AR Interest note voucher	60000	69999	60000	#####_023	<input type="checkbox"/>	
Acco_24	AR Exchange adjustment voucher	70000	79999	70000	#####_024	<input checked="" type="checkbox"/>	

2. Press **CTRL+N** to create a new number sequence code and enter the following information:

- **Number sequence code = Year_close**
- **Name = For year close**
- **Smallest = 1**
- **Largest = 9999**
- **Format = YC_####**

3. Click the **General** tab.

4. Select the **Continuous** check box, and close the form.

Set up year close parameters without dimensions

5. Click **General ledger > Setup > Parameters**.

6. On the **Ledger** tab, select the **Delete close-of-year transactions during transfer**, **Create closing transactions during transfer**, **Skip specification by dimension**, and **Voucher number must be filled in** check boxes.

7. Click the **Fiscal year close** tab.

[dat] General ledger parameters

Ledger Fiscal year close Budget Sales tax Fixed asse

Dimensions for mirroring and fiscal year closing

Department: Summary

Cost center: Summary

Purpose: Summary

8. Enter the following information:
 - **Department = Summary**
 - **Cost center = Summary**
 - **Purpose = Summary**
9. Click the **Number sequences** tab.
10. Select the **Closing sheet** reference and set up **Year_close** in the **Number sequence code** field.
11. Close the **General ledger parameters** form.

Set up mirror accounts for summary reflection

1. Click **General ledger > Setup > Mirroring > Mirror accounts**.

[dat] Mirror accounts - New Record

Overview General

Ledger account	Name	Summar...	Mirror account	Offset mirror account	Mirror account for non-c...	Offset
*		Summary				

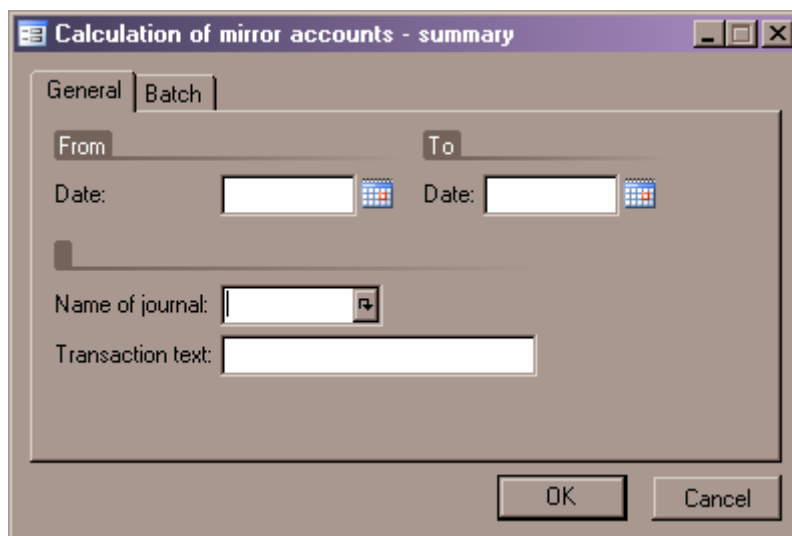
2. Press **CTRL+N** to create a new line, and enter the following information:
 - **Ledger account** = any ledger account starting with 7 (cost account)
 - **Summary/Detail = Summary**
 - **Mirror account** = any ledger account starting with 6 (revenue account)
 - **Mirror offset account** = any ledger account starting with 6 (revenue account)
3. You can set up more ledger accounts to be mirrored, if needed.
4. Close the form.

Create transactions

1. Click **General ledger > Journals > Journal entry**.
2. Press **CTRL+N** to create a new journal entry.
3. Select **Day1** in the **Name** field and click **Lines**.
4. Create some transactions with ledger accounts to be mirrored with the **Reflection** summary type.
5. Click **Post > Post**, and close the form.

Create reflecting voucher using summary type of reflection

1. Click **General ledger > Periodic > Calculation of mirror accounts – summary**.



The screenshot shows a software window titled "Calculation of mirror accounts - summary". It has two tabs: "General" and "Batch". The "General" tab is selected. Inside the window, there are two date fields labeled "From" and "To", each with a calendar icon. Below these is a dropdown menu labeled "Name of journal:". At the bottom of the main area is a text box labeled "Transaction text:". At the very bottom of the window are two buttons: "OK" and "Cancel".

2. Enter dates in the **From date** and **To date** fields.
3. Select **Day1** in the **Name of journal** field.
4. Type **summary mirroring** in the **Transaction text** field.
5. Click **OK**.
6. Click **General ledger > Journals > Journal entry**.
7. Select a journal with the **Day1** name, and click **Lines**.
8. Verify that all transactions for accounts to be mirrored are displayed within the specified period and that a new voucher is created with **summary mirroring** in the **Transaction text** field.
9. Verify that ledger accounts (a mirror account and a mirror offset account) correspond to those set up in the **Mirror accounts** form and amounts are correct.
10. Click **Post > Post** and close all forms.

Transfer balances

1. Click **General ledger > Periodic > Fiscal year close > Closing revenue & cost accounts – auto**.

Closing sheet	Name	Posting layer	Period code
* ~~~~~		Current	Closing

2. Press **CTRL+N** to create a new closing sheet.
 3. Enter information in the **Closing sheet**, **Name**, **Posting layer** and **Period code** fields.
- Note:** If financial statements are printed for the previous periods, you must select **Closing** in the **Period code** field.
4. Click the **General** tab.

Period

From:

To:

Posting

Voucher:

Post:

Transaction date: 11/14/2006

Posting layer:

Period code:

5. Specify a period for which accounts should be closed and enter a posting date in the **Post** field.
6. Click **Settlement**.

7. Verify that the **Settlement – Closing sheet** form is empty, and click **Transfer balances**.
8. Click **Select**.
9. Select the **Account type** field and select **Profit and loss** in the **Criteria** field.
10. Click **OK**.
11. Verify that the value in the **Account type** field is now **Profit and loss**.
12. Select **690.000** in the **Offset account** field, and click **OK**.

13. Verify that all transactions for accounts starting with 6 and 7 are transferred to the form with **690.000** in the **Offset** account.
14. Click **Post** to transfer balances from profit and loss accounts to the account 690, and close the form.
15. Click **General ledger > Periodic > Fiscal year close > Closing revenue & cost accounts – auto**.
16. Select the closing sheet that you created and click **Voucher**.

17. Verify that a new closing sheet is created, and close all forms.

Create opening voucher and print the Close-of-year transactions report

1. Click **General ledger > Periodic > Fiscal year close > Opening transitions.**

Opening transactions

General | Batch

General ledger parameters

Delete close-of-year transactions during transfer: ☒

Create closing transactions during transfer: ☒

Skip specification by dimension: ☒

Note that transactions are created with the above setup. This setup can be changed only in the general ledger parameter setup.

Fiscal year

End date:

Transfer method

Balance accounts:

Account for transfer of year-end result:

Opening voucher:

Closing voucher:

Summary/Detailed by dimension

Active: ☐

Printout

Print created transactions: ☐

OK Cancel

2. Under **General ledger parameters** verify that the following check boxes are selected and are not available to modify:

- **Delete close-of year transactions during transfer**
- **Create closing transactions during transfer**
- **Skip specification by dimension**

3. Type a date in the **End date** field.

4. Enter the following information:

- **Balance accounts = Closing->Opening**
- **Account for transfer of year-end result = 590.000**

- **Opening voucher = 1**
 - **Closing voucher** – The closing sheet you have created
 - **Active** - The check box is cleared and cannot be edited
 - **Print created transaction** – Select the check box
5. Click **OK**.
 6. Verify that the **Close-of-year transactions** report is printed with correct transactions for the period and includes both closing and opening transactions for the year, a voucher for the closing transaction, and a voucher for the opening transaction. The profit and loss accounts do not exist in the opening voucher, and only balances are shown. No dimensions are specified.
 7. Close the report.

Set up general ledger parameters for year-end close with selective dimensions

1. Click **General ledger > Setup > Parameters**.
2. On the **Ledger** tab, select **Delete close-of-year transactions during transfer**, **Create closing transactions during transfer**, and **Voucher number must be filled in** check boxes, and clear the **Skip specification by dimension** check box.
3. Click the **Fiscal year close** tab.

The screenshot shows a software window titled "[dat] General ledger parameters". It has four tabs: "Ledger", "Fiscal year close", "Budget", and "Sales tax". The "Fiscal year close" tab is currently selected. Below the tabs, there is a section titled "Dimensions for mirroring and fiscal year closing". This section contains three dropdown menus: "Department:", "Cost center:", and "Purpose:". All three dropdown menus are currently set to "Summary".

4. Enter the following information:
 - **Department = Detail**
 - **Cost center = Detail**
 - **Purpose = Detail**
5. Close the form.

Set up mirror accounts for detailed reflection

1. Click **General ledger > Setup > Mirroring > Mirror accounts**.

Ledger account	Name	Summary	Mirror account	Offset mirror account	Mirror account for non-c...	Offset...
*	Summary	Summary				

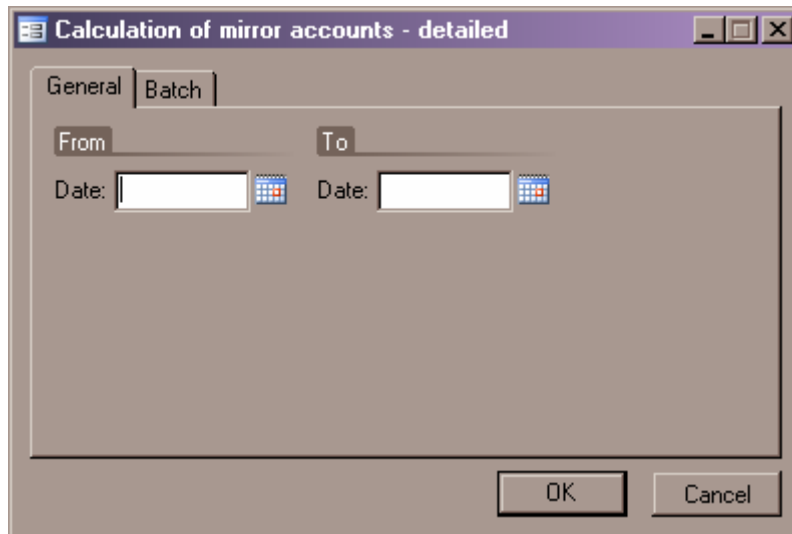
2. Press **CTRL+N** and enter the following information:
 - **Ledger account** = Any ledger account starting with 7 (cost account)
 - **Summary/Detail** = **Detail**
 - **Mirror account** = Any ledger account starting with 6 (revenue account)
 - **Mirror offset account** = Any ledger account starting with 6 (revenue account)
3. You can set up more ledger accounts to be mirrored, if needed.
4. Close the form.

Create transactions

1. Click **General ledger > Journals > Journal entry**.
2. Press **CTRL+N** to create a new journal.
3. Select **Day1** in the **Name** field and click **Lines**.
4. Create some transactions with ledger accounts to be mirrored with the **Detailed** type of reflection, and set up dimensions.
5. Click **Post > Post** and close the form.

Create a reflecting voucher using the detailed type of reflection

1. Click **General ledger > Periodic > Calculation of mirror accounts – detailed**.



2. Enter dates in the **From date** and **To date** fields, and click **OK**.
3. Click **General ledger > Journals > Journal entry**.
4. Select **Posted** in the **Show** field.
5. Select the last posted journal and click **Lines**.
6. Verify that transactions with the **Mirroring** transaction text type are created and that ledger accounts in the **Mirror account** and **Mirror offset account** correspond to those set up in the **Mirror accounts** form.
7. Close the form.

Transfer balances

1. Click **General ledger > Periodic > Fiscal year close > Closing revenue & cost accounts – manual**.
2. Press **CTRL+N** to create a new closing sheet.
3. Enter values in the **Closing sheet**, **Name**, **Posting layer**, and **Period code** fields.
4. Click the **General** tab.

11. Verify that all transactions for accounts starting from 6 and 7 with specified dimension are transferred to the form, and click **Transfer balances** again.
12. Verify that the **Account type** field is set to **Profit and loss**, and that the **Offset account** field is set to **690.000**.
13. Select the **Delete existing accounts** check box to delete the previous selection, and click **OK**.
14. Verify that all transactions for accounts starting from 6 and 7 are transferred to the form. Dimensions for transactions are shown in the form according to the setup in the **General ledger parameters** form.
15. Click **Post** to transfer balances from profit and loss accounts to the account 690.
16. Close the form.
17. Click **General ledger > Periodic > Fiscal year close > Closing revenue & cost accounts – manual**.
18. Select the closing sheet that you created, and click the **General** tab to verify that the voucher number is displayed.
19. Close all forms.

Create an opening voucher and print the Close-of-year transactions report

1. Click **General ledger > Periodic > Fiscal year close > Opening transactions**.
2. Under **General ledger parameters**, select **Delete close-of-year transactions during transfer**, **Create closing transactions during transfer** check boxes, and clear the **Skip specification by dimension** check box.
3. Type a date in the **End date** field.
4. Enter the following information:
 - **Balance accounts = Closing->Opening**
 - **Account for transfer of year-end result = 590.000**
 - **Opening voucher = 2**
 - **Closing voucher** – The closing sheet you have created
 - **Active** – Select the check box
 - **Print created transaction** – Select the check box
5. Click **OK**.
6. Verify that the **Close-of-year transactions** report is printed with correct transactions for the period and includes both closing and opening transactions for the year, a voucher for the closing transaction, and a voucher for the opening transaction. The vouchers are detailed by accounts and selected dimensions.
7. Close the report.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Mirror accounts (form)

General ledger > Setup > Mirroring > Mirror accounts

Journal entry (form)

General ledger > Journals > Journal entry

Calculation of mirror accounts - summary (form)

General ledger > Periodic > Calculation of mirror accounts – summary

Calculation of mirror accounts - detailed (form)

General ledger > Periodic > Calculation of mirror accounts – detailed

Closing revenue & cost accounts – auto (form)

General ledger > Periodic > Fiscal year close > Closing revenue & cost accounts – auto

Closing revenue & cost accounts – manual (form)

General ledger > Periodic > Fiscal year close > Closing revenue & cost accounts – manual

Description

Specify accounts for mirroring.

Create and post transactions.

Run a summary method of mirroring when a new voucher is created in the journal.

Run a detailed method of mirroring when a new line is created in each voucher of the journal.

Transfer the balances from Revenue and Cost accounts to Profit and loss accounts and create closing voucher.

Transfer the balances from Revenue and Cost accounts to Profit and loss accounts and create closing voucher manually.

Forms that are modified for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Form name and locator

General ledger parameters (form)

General ledger > Setup > Parameters

General ledger parameters (form)

General ledger > Setup > Parameters

General ledger parameters (form)

General ledger > Setup > Parameters

General ledger parameters (form)

General ledger > Setup > Parameters

General ledger parameters (form)

General ledger > Setup > Parameters

Opening transactions (form)

General ledger > Periodic > Fiscal year close > Opening transactions

Opening transactions (form)

General ledger > Periodic > Fiscal year close > Opening transactions

Description

Ledger tab

Delete close-of-year transactions during transfer check box

Select this check box to delete all transactions for the previous fiscal year.

Ledger tab

Create closing transactions during transfer check box

Select this check box to create closing transactions for all accounts during transfer.

Ledger tab

Skip specification by dimension check box

Select this check box to skip setting up transactions by dimension during transfer.

Ledger tab

Voucher number must be filled in check box

Select this check box to make the voucher number mandatory for opening transaction.

Fiscal year close tab

Specify a type of reflection (**Summary/Detail**) for the current dimension (**Department, Cost center, Purpose**).

General tab

Specify voucher numbers separately for an opening voucher and a closing voucher.

General tab

Activate check box

Select this checkbox to allow setting up dimensions.

Balance list by currency

You can print a version of Balance list report in five different currencies that you can select, and also in the company currency. You can also print a financial statement with the same information but it is not possible to set up an account interval. You can print the **Balance list by currency** report from **General ledger > Reports > Transactions > Periodic > Balance list by currency**.

For more information, refer to the following topics:

- [Currency setup](#)
- [Create transactions](#)
- [Print the Balance list by currency report](#)
- [Forms for this feature](#)

Currency setup

1. Click **General ledger > Setup > Exchange rates**.
2. Select the currency with the **CAD** currency code.
3. Press **CTRL+N** in the lower pane of the form to create a line for the new exchange rate.
4. Type **11/1/2006** as the starting date for the exchange rate and enter an exchange rate.

(dat) Exchange rates - Currency: CAD, Canadian Dollars

Overview | General | **Currency converter** | Posting | Round-off | Inflation accounting

External codes

Print exchange rates

Cu...	Name	I...	Sy...
▶ CAD	Canadian Dollars	C...	
CNY	Chinese Yuan	C...	
DKK	Danish Krone	D...	
EUR	Euro	E...	€
GBP	British Pound	G...	£

Exchange rate

Start date	Exchange rate	T..
10/1/2006	0.8610	<input type="checkbox"/>
▶ 11/1/2006	0.8680	<input type="checkbox"/>
12/1/2006	0.8529	<input type="checkbox"/>

0.868 USD for 1 CAD

Send electronically

- Repeat the same steps for currencies with the **DKK**, **EUR**, **GBP**, and **USD** currency codes.
- Close the form.

Create transactions

- Click **General ledger > Journals > Journal entry**.
- Press **CTRL+N** to create a new journal.
- Select **Day1** in the **Name** field and click **Lines**.
- Create a transaction with **Daily journal** in the **Transaction text type** field, **110180** in the **Offset account** field, and **USD** in the **Currency** field.
- Click **Post > Post**, and close the form.
- Create and post the same transaction in the **CAD**, **DKK**, **EUR**, and **GBP** currencies.
- Close all forms.

Print the Balance list by currency report

Print this report to view the balance list with transactions classified by the currency.

- Click **General ledger > Reports > Transactions > Periodic > Balance list by currency**.

The screenshot shows the 'Balance list by currency' dialog box. The 'General' tab is selected. It includes fields for 'From' and 'To' dates, a 'Zero balance' checkbox, and a 'Currency distribution' section with five columns. On the right, there is a 'Ledger chart of accounts' section with a 'Ledger account' field, and a 'Current options' section with 'Printer' and 'Print medium' fields. Buttons for 'Select', 'Default', 'Options', 'OK', and 'Cancel' are also visible.

2. Type dates in the **From date** and **To date** fields so that the period includes 11/1/2006.
3. Select **CAD, DKK, EUR, GBP, and USD** in the fields under **Currency distribution**.
4. Click **OK**.
5. Verify that the report is printed with information about balances displayed in each currency.
6. Close the report.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator	Description
Exchange rates (form) General ledger > Setup > Exchange rates	Set up a currency.
Journal entry (form) General ledger > Journals > Journal entry	Create and post transactions.
Balance list by currency (report) General ledger > Reports > Transactions > Periodic > Balance list by currency	Print a report with information about balances in each currency.

Two balances in the Balance list report

You can print a version of the Balance list report in which the **Period balance** and **Closing balance** are displayed as credits and debits separately. You can print the **Balance list –detailed** report from **General ledger > Reports > Transactions > Periodic > Balance list – detailed** form.

For more information, refer to the following topics:

- [Create transactions](#)
- [Print the Balance list – detailed report](#)
- [Forms for this feature](#)

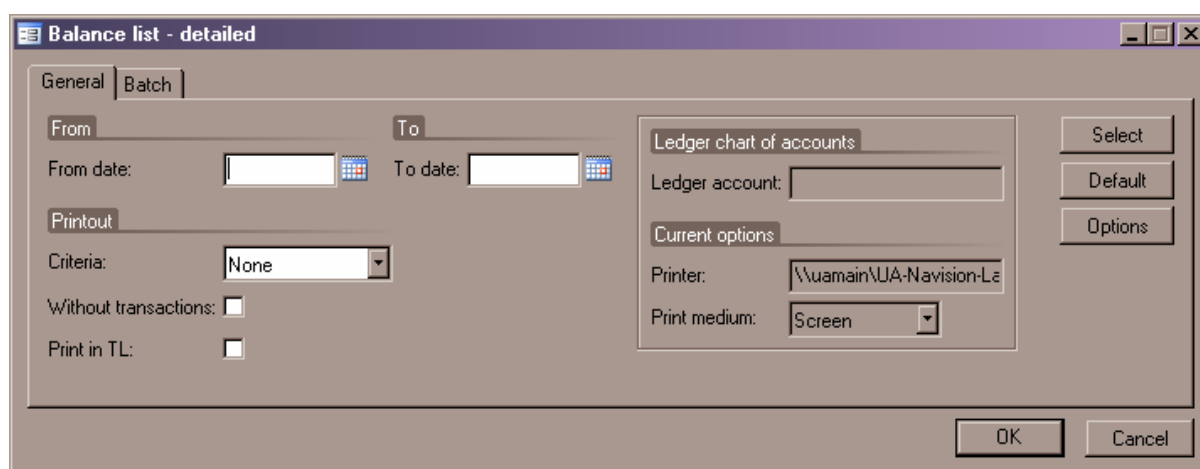
Create transactions

1. Click **General ledger > Journals > Journal entry**.
2. Press **CTRL+N** to create a new journal.
3. Select **Day1** in the **Name** field and click **Lines**.
4. Create some transactions within current period.
5. Click **Post > Post** and close the form.

Print the Balance list – detailed report

Print this report to view the balance list with debits and credits displayed separately.

1. Click **General ledger > Reports > Transactions > Periodic > Balance list – detailed**.



2. Type dates in the **From date** and **To date** fields so that period includes the transactions that you created. Verify that **None** is displayed in the **Criteria** field and that the **Without transactions** check box is not selected.
3. Click **OK**.
4. Verify that the report contains information about balances for the selected period and that closing balances for debits and credits are printed in two different columns.
5. Close the report.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Journal entry (form)

General ledger > Journals > Journal entry

Balance list – detailed (report)

General ledger > Reports > Transactions > Periodic > Balance list – detailed

Description

Create and post transactions.

Print a report that shows two balances for the balance list for the given period.

Pending company checks

You can now print the **Pending company checks** report (**Exchange notes > Reports > Pending company checks**) that shows the totals and quantity as daily for the given date interval for the company checks.

For more information, refer to the following topics:

- [Post transactions](#)
- [Print the Pending company checks report](#)
- [Forms for this feature](#)

Post transactions

1. Click **Exchange notes > Exchange notes journal**.
2. Press **CTRL+N** to create a new journal.
3. Select **EXC** in the **Name** field and click **Lines**.
4. Create a transaction with **Receipt from customer** in the **Transaction text type** field.
5. Click the **Payment** tab, and specify a date of payment in the **Due date** field.
6. Click **Post > Post**, and close the form.
7. Click **Exchange notes > Exchange notes journal**.
8. Press **CTRL+N** to create a new journal.
9. Select **DISP** in the **Name** field and click **Lines**.
10. Create a transaction with **Disbursement to vendor** in the **Transaction text type** field.
11. Click the **Payment** tab, and select the check number generated in step 4 in the **Check number** field.
12. Click **Post > Post**, and close the form.

Print the Pending company checks report

Print this report to view the list of company checks with due dates and remainders that are not settled.

1. Click **Exchange notes > Reports > Pending company checks**.

2. Type dates in the **From date** and **To date** fields so that the period includes the transaction date, select currency in the **Currency** field, and click **OK**.
3. Verify that the report is printed correctly and displays the company check with the amount and quantity on the due date set up previously.
4. Close the report.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Exchange note journal (form)

Exchange notes > Journals > Exchange note journal

Exchange note journal lines (form)

Exchange notes > Exchange note journal > Lines

Pending company checks (report)

Exchange notes > Reports > Pending company checks

Description

Create journals to store and post exchange note transactions.

Create and post separate transactions for different check and promissory note status changes.

Print a report that shows company checks with their due dates and amounts.

Pending customer checks

You can print the Pending customer checks report (**Exchange notes > Reports > Pending customer checks**) that shows the daily totals and quantities for the given date interval for the customer checks.

For more information, refer to the following topics:

- [Print the Pending customer checks report](#)
- [Forms for this feature](#)

Print the Pending customer checks report

Print this report to view the list of customer checks with due dates and remainders that are not settled.

1. Click **Exchange notes > Exchange notes journal**.
2. Press **CTRL+N** to create a new journal.
3. Select **EXC** in the **Name** field and click **Lines**.
4. Create several transactions with **Receipt from customer** in the **Transaction text type** field.
5. Click the **Payment** tab, and specify a date of payment in the **Due date** field.
6. Click **Post > Post**, and close the form.
7. Click **Exchange notes > Reports > Pending company checks**.

The screenshot shows the 'Pending customer checks' dialog box. It has a title bar with standard window controls. The 'General' tab is active. The 'Parameters' section includes 'From date' and 'To date' fields. The 'Bank accounts' section includes 'Transaction type assigned to bank account' and 'Bank account' fields. The 'Check table' section includes 'Last account', 'Document status', and 'Due date' fields. The 'Current options' section includes 'Printer' (set to '\\uamain\UA-Navision-La') and 'Print medium' (set to 'Screen'). On the right, there are 'Select', 'Default', and 'Options' buttons. At the bottom right, there are 'OK' and 'Cancel' buttons.

8. Type dates in the **From date** and **To date** fields so that the period includes the transaction date, select a currency in the **Currency** field, and click **OK**.
9. Verify that the report is printed correctly and displays the customer check with the amount and quantity on due date.
10. Close the report.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Exchange note journal (form)

Exchange notes > Journals > Exchange note journal

Exchange note journal lines (form)

Exchange notes > Exchange note journal > Lines

Pending customer checks (report)

Exchange notes > Reports > Pending customer checks

Description

Create journals to store and post exchange note transactions.

Create and post separate transactions for different check and promissory note status changes.

Print a report that shows customer checks with their due dates and amounts.

Checks in periodic reports

You can print the total amount and quantity of customer checks for a customer in the **Customer documents - periodically** report (**Exchange notes > Reports > Customer documents - periodically**).

You also print the total amount and quantity of company checks for the given period in the **Company documents - periodically** report (**Exchange notes > Reports > Company documents - periodically**).

For more information, refer to the following topics:

- [Print the Customer documents - periodically report](#)
- [Print the Company documents - periodically report](#)
- [Print the Customer checks report](#)

Print the Customer documents - periodically report

1. Click **Exchange notes > Exchange notes journal**.
2. Press **CTRL+N** to create a new journal.
3. Select **EXC** in the **Name** field and click **Lines**.
4. Create a transaction with **Receipt from customer** in the **Transaction text type** field.
5. Click the **Payment** tab and enter a date in the **Due date** field.
6. Click **Post > Post**, and close the form.
7. Click **Exchange notes > Reports > Customer documents - periodically**.

Customer documents - periodically

General | Batch

Parameters

From date:

To date:

Currency:

Bank accounts

Transaction type assigned to bank account:

Bank account:

Check table

Account type in last status:

Last account:

Document status:

Current options

Printer:

Print medium:

Select (B)

Default (B)

Options (B)

OK Cancel

8. Enter values in the **From date**, **To date**, and **Currency** fields, and click **OK**.
9. Verify that the report displays the amount and quantity on the due date specified in step 5, and that only data within the interval specified is printed.
10. Close the report.

Print the Company checks report

1. Click **Exchange notes** > **Exchange notes journal**.
2. Press **CTRL+N** to create a new journal.
3. Select **EXC** in the **Name** field and click **Lines**.
4. Create a transaction with **Receipt from customer** in the **Transaction text type** field.
5. Click the **Payment** tab and specify a date in the **Due date** field.
6. Click **Post** > **Post**, and close the form.
7. Click **Exchange notes** > **Exchange notes journal**.
8. Press **CTRL+N** to create a new journal.
9. Select **DISP** in the **Name** field and click **Lines**.
10. Create a transaction with **Disbursement to vendor** in the **Transaction text type** field.
11. Click the **Payment** tab and select the voucher that you created in step 4 in the **Check number** field.
12. Click **Post** > **Post** and close the form.
13. Click **Exchange notes** > **Reports** > **Company documents - periodically**.

11. Enter values in the **From date**, **To date**, and **Currency** fields, and click **OK**.
12. Verify that the report displays the amount and quantity on the due date specified in step 5, and that only data within the interval specified is printed.
14. Close the report.

Batch report in Exchange notes

You can print the **Batch report (Exchange notes > Reports > Batch report)** that displays transactions based on the batches in **Exchange notes**. However, the design of the report depends on the transaction type of the batch. You can change header and footer sections in the **Create voucher types** form (**Exchange notes > Setup > Create voucher types**).

The title, report text, and address also should be set up for each transaction text type in the **Create voucher types** form (**Exchange notes > Setup > Create voucher types**). You can enter some additional data to print in the **Report text** section of the report using the following codes:

- %1 – for Amount
- %2 – for Maturity day
- %3 - for Quantity
- %4 - for Date
- %5 - for Currency

For more information, refer to the following topics:

- [Set up transaction text type](#)
- [Print the Batch report](#)
- [Forms for this feature](#)

Set up transaction text type

1. Click **Exchange notes > Setup > Create voucher types**.

2. Select the line with the **Receipt from customer** transaction text, and click the **Exchange notes control** tab.

(bm) Create voucher types - Transaction text: Receipt from customer, tr

Overview Exchange note control

Identification

Transaction text: Receipt from customer

Language: tr

Account type

Offset account type: Bank Portfolio: ☒

Account type: Customer Portfolio: ☐

General

DB/CR proposal: Credit

Document integrity: ☒

Return: ☐

Exchange note risk control

Add or subtract: Plus

Check batch report

Title label: TEST title label

Address information: Account

Report text:

Here is amount %1 in this currency %5
Here is due date %2
Transaction date %4
Lines count %3

3. Enter the following information:
 - **Title label = TEST title label.**
 - **Address information = Account**
4. In the **Report text** field, enter the following lines:
 - **Here is amount %1 in this currency %5**
 - **Here is Maturity date %2**
 - **Date of transaction %4**
 - **Here is quantity %3**
5. Click **Exchange notes > Exchange notes journal**.
6. Press **CTRL+N** to create a new journal.
7. Select **EXC** in the **Name** field and click **Lines**.
8. Create a transaction with **Receipt from customer** in the **Transaction text type** field.
9. Click the **Payment** tab and specify a date in the **Due date** field.
10. Click **Post > Post**, and close the form.

Print the Batch report

1. Click **Exchange notes > Reports > Batch report**.
2. Click **OK** to print the report.

3. Verify that the report is printed and displays data from the transaction that you previously created. Verify that it is printed with a heading, report body, and address according to the settings that you specified for the transaction test type.
4. Close the report.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Exchange note journal (form)

Exchange notes > Exchange note journal

Exchange note journal lines (form)

Exchange notes > Exchange note journal > Lines

Create voucher types (form)

Exchange notes > Setup > Create voucher types

Batch report (report)

Exchange notes > Reports > Batch report

Description

Create journals for storing and posting exchange note transactions.

Create and post separate transactions for various check and promissory note status changes.

Set up voucher types, transaction text types, and format of the Check batch report.

Print a report that shows transactions from the batches in Exchange notes.

Separate amount columns in the Internal account statement report

You can print the **Internal account statement** report (**Accounts receivable > Reports > Transactions > Customer > Internal account statement**), which is for daily usage in Turkish market. The report shows the customer's posted transactions within the specified period, and debits and credits are displayed in separate columns.

For more information, refer to the following topics:

- [Print the Internal account statement report](#)
- [Form for this feature](#)

Print the Internal account statement report

1. Click **Accounts receivable** > **Free text invoice**.
2. Press **CTRL+N** to create a new free text invoice.
3. Enter the following information:
 - **Customer account** = **4000**
 - **Date** = **10/10/2006**
4. Click the **Invoice lines** tab and enter the following information:
 - **Ledger account** = **410800**
 - **Amount** = **200**
5. Click Posting > Free text invoice.
6. Click **OK**.
7. Close the form.
8. Click **Accounts receivable** > **Reports** > **Transactions** > **Customer** > **Internal account statement**.

Customer - internal account statement

General | Batch

Criteria

From date:

To date:

Assessment date:

Details:

Only open: ☐

Include reversed: ☐

Show payment schedule: ☐

Without transactions: ☐

New page: ☐

Customers

Customer account:

Customer group:

Currency:

Account statement:

Select
Default
Options

Current options

Printer:

Print medium:

OK Cancel

9. Enter a date that is later than the transaction date in the **To date** field.
10. Click **Select** and select the customer account **4000** in the **Criteria** field.
11. Click **OK**.
12. Click **OK** again.

13. Verify that the report contains the transactions that you posted and that the debits and credits are displayed in separate columns.
14. Close the report.

Form for this feature

Refer to the following information about a form that you will use with this feature.

Internal account statement (report)

Accounts receivable > Reports > Transactions >
Customer > Internal account statement

Print an account statement report for the customer that shows balances as of due dates.

Expiration date in the Periodic journal

You might already use periodic journals for posting similar transactions that must be posted on a regular basis, such as payments for public services and rent payments. You must create a periodic journal, and, then copy it and post periodically, when needed.

You now can use periodic journals more effectively, since an expiration date has been added in the **Periodic journal** form to prevent late payments.

You can set up the expiration date on the **Periodic** tab of the **Periodic journal** form (**General ledger > Periodic > Periodic journals**). This date is compared with the transaction date when you copy the periodic journal.

For more information, refer to the following topics:

- [Create a periodic journal](#)
- [Copy transactions from the periodic to daily journal](#)
- [Form for this feature](#)
- [Form that is modified for this feature](#)

Create a periodic journal

1. Click **General ledger > Periodic > Periodic journals**.
2. Press **CTRL+N** to create a new journal.
3. Select **Per** in the **Name** field and click **Lines**.
4. Press **CTRL+N**, and enter the following information:
 - **Date** = 1/1/2006
 - **Account** = 605500
 - **Transaction text** = Rent for month
 - **Credit** = 1000
 - **Offset account** = 131100
 - **Currency** = USD
5. Click the **General** tab, and select **Periodic journal** in the **Transaction text type** field.
6. Click the **Periodic** tab, and enter the following information to set up the expiration date:
 - **Unit** = Months
 - **Number of units** = 1
 - **End date** = 12/31/2006

The screenshot shows a window titled "(dat) Journal voucher - Journal: Per, journal number: 000192_003...". It has several tabs: Overview, General, Dimension, Invoice, Project, and Periodic. The 'Periodic' tab is active. On the right, there are buttons for 'Sales tax' and 'Print'. The main area contains the following fields:

- Unit: Months (dropdown)
- Number of units: 1
- Last date: (empty)
- End date: 12/31/2006 (highlighted with a red box)

7. Close all forms.

Copy transactions from the periodic to daily journal

1. Click **General ledger > Journals > Journal entry**.
2. Press **CTRL+N** to create a new journal.
3. Select **Day1** in the **Name** field, and click **Lines**.
4. Click **Period journal > Retrieve journal**.

The screenshot shows a window titled "Period journal". It contains the following fields:

- To date: (empty)
- Empty date: (empty)
- Periodic journal number: (empty)
- Copy or move journal: Copy (dropdown)

At the bottom, there are 'OK' and 'Cancel' buttons.

5. Enter a date in the **To date** field that is earlier than the dates of the posted transactions that will be copied.
6. Select a journal in the **Periodic journal number** field that you previously created and click **OK**.
7. Verify that the lines from the periodic journal are copied to the daily journal for the month and that the latest line is as of 12/1/2006, according to the expiration date set up in the periodic journal.
8. Click **Post > Post** to post the daily journal, and close all forms.

Form for this feature

Refer to the following information about a form that you will use with this feature.

Form name and locator	Description
Journal entry (form) General ledger > Journals > Journal entry	Create and post daily transactions.

Form that is modified for this feature

Refer to the following information about an additional form that you will use with this feature.

Form name and locator	Description
Periodic journal lines (form) General ledger > Periodic > Periodic journals > Lines	Periodic tab End date field Set up an expiration date for the periodic journal.

Lookup form for the portfolio accounts in Exchange notes

Portfolios are bank accounts that document types are assigned to. When working with exchange notes, only portfolios should be used, not deposit accounts.

For each transaction text type you must set up accounts and offset accounts in the **Create voucher types** form (**Exchange notes** > **Setup** > **Create voucher types**). On the **Exchange notes control** tab of the **Create voucher types** form, the following options are possible:

- **Offset account type** is to **Bank**, and the **Portfolio** check box is selected. Only the portfolio bank accounts are displayed in the lookup list when you create transactions in the **Exchange note journal** (**Exchange notes** > **Exchange note journal**).
- **Offset account type** is **Bank**, and the **Portfolio** check box is not selected. Only deposit bank accounts are displayed in the lookup list.
- **Account type** is **Bank**, and the **Portfolio** check box is selected. Only portfolio bank accounts are displayed in the lookup list.
- **Account type** is **Bank**, and the **Portfolio** check box is not selected. Only deposit bank accounts are displayed in the lookup list.

For more information, refer to the following topics:

- [Set up a portfolio](#)
- [Verify the lookup form for portfolios](#)
- [Form for this feature](#)
- [Form that is modified for this feature](#)

Set up a portfolio

1. Click **Bank** > **Setup** > **Bank transaction type**.
2. Press **CTRL+N** to create a new record.
3. Type **Tr** in the **Bank transaction type** field, and to set up which documents will be created for this bank transaction type select **Checks** or **Promissory notes** in the **Document type** field.

(iro) Bank transaction type - New Record

Overview | **General**

	Bank transaction type	Name	Ledger account	Document type
*	Tr			Checks
	01	Deposit		
	02	Deposit - Electronic		
	03	NSF		
	04	Checks - Computer		
	05	Checks - Manual		
	06	Transfer		
	07	Transfer - Electronic		
	08	Fees	618190	
	09	Interest charges	800500	

4. Close the form.
5. Click **Bank > Bank accounts**.
6. Select a bank account and click the **General** tab.
7. In the **Transaction type assigned to bank account** field, select the **Tr** bank transaction type that you created.
8. Close the form.

Verify the lookup form for portfolios

1. Click **Exchange notes > Setup > Create voucher types**.
2. Select the line with **Receipt from customer** in the **Transaction text** field and click the **Exchange note control** tab.

(dat) Create voucher types - Transaction text: Receipt from customer, tr

Overview | **Exchange note control**

Identification

Transaction text: **Receipt from customer**

Language: **tr**

Account type

Offset account type: **Bank** Portfolio: ☒

Account type: **Ledger** Portfolio: ☐

Exchange note risk control

Add or subtract: **None**

Check batch report

Title label: **Test report**

Address information: **Account**

Report text: **%1**

General

DB/CR proposal:

Document integrity: ☒

Return: ☐

3. Verify the following information:

- **Offset account type = Bank**
 - **Portfolio** – Select the check box.
4. Close the form.
 5. Click **Exchange notes > Exchange note journal**.
 6. Press **CTRL+N** to create a new line.
 7. Select **EXC** in the **Name** field and click **Lines**.
 8. Press **CTRL+N** to create a new record.
 9. Select an account in the **Account** field.
 10. In the **Offset account** field, verify that only the portfolio account is available.
 11. Close the form.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator	Description
Exchange note journal (form) Exchange notes > Exchange note journal	Create journals to store and post exchange note transactions.
Exchange note journal lines (form) Exchange notes > Exchange note journal > Lines	Create and post separate transactions for different check and promissory note status changes.
Create voucher types (form) Exchange notes > Setup > Create voucher types	Set up voucher types, transaction text types, and validation for them.

Form that is modified for this feature

Refer to the following information about an additional form that you will use with this feature.

Bank accounts (form) Bank > Bank accounts	General tab Transaction type assigned to bank account field Assign a transaction text type to the bank account to make it portfolio.
-----------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------

Separate amount columns in the Internal account statement for Accounts receivable

You can print the **Internal account statement** report (**Accounts receivable > Reports > Transactions > Customer > Internal account statement**), which is for daily usage in Turkish market. The report shows the customer's posted transactions within the specified period, and debits and credits are displayed in separate columns.

For more information, refer to the following topics:

- [Print the Internal account statement report](#)
- [Form for this feature](#)

Print the Internal account statement report

1. Click **Accounts receivable > Reports > Transactions > Customer > Internal account statement**.

2. Enter a date that is later than the transaction date in the **To date** field.
3. Click **Select** and select the customer account **4000** in the **Criteria** field.
4. Click **OK**.
5. Click **OK** again.
6. Verify that the report contains the posted transactions and that debits and credits are displayed in separate columns.
7. Close the report.

Form for this feature

Refer to the following information about a form that you will use with this feature.

Form name and locator

Internal account statement (report)
 Accounts receivable > Reports > Transactions >
 Customer > Internal account statement

Description

Print an account statement report for the customer that shows balances as of the due dates.

Business alerts

You can use business alerts to inform the specified users about business activities that take place. You can set up business alerts for the following activities:

- Customer invoicing
- Sales order confirmation
- Purchase order notification
- Sales shipping notification

You can set up the alerts for specific activities and also specify which users will be alerted. Use the **Activation of business alerts** form (**Administration > Setup > Business alerts > Activation**) to set up the alerts.

Note: Each record that is processed during a business alert activation is stored, and only new records are processed during each new operation.

For more information, refer to the following topics:

- [Preliminary setup](#)
- [Send business alerts](#)
- [Forms for this feature](#)

Set up an employee to receive business alerts

1. Click **Human Resources > Employee**.

Employee	Employee name	Alias	User profile	Education
AFE	Alfredo Fuentes Espinosa			
ASR	Alex Roland			MBA
BBL	Belinda Newman		Sales	
BKD	Bruno Denuit			
BTB	Parry Bedi			
CBG	Chris Gallagher			
CJC	Jun Cao			
DAB	Diliana Alexieva-Bosseva			
DMM	Diane Margheim			
DOB	Daniel Brunner			
DUB	David Barber			
DWD	David W. Derwin			
EIA	Ezio Alboni	EIA		
EPJ	Etienne P. Jacques			
FLA	François Ajenstat			
FPF	Florence Flipo			
FUV	Fred Viidul			BA
GHC	Guido Chuffart			
GTC	Gareth Chan			
GZI	George Z. Li			

2. Select an employee, and click the **Contact information** tab.
3. Enter the employee's e-mail address in the **E-mail** field.
4. Click the **Overview** tab.
5. Select another employee and click the **Contact information** tab.
6. Enter the employee's e-mail address in the **E-mail** field.
7. Close the form.

Send a business alert

1. Click **Administration > Setup > Business alerts > Set up business alert**.

Business alerts - New Record

Overview | Message

Base type for the alert field	Description	A.
* Customer invoice		<input checked="" type="checkbox"/>

Person in alert list

2. Enter the following information:
3. Base type for the alert field = Customer invoice
4. Description = Customer invoice type
5. **Active** – Select the check box.
6. Click the **Message** tab and enter **Confirmation is sent** in the **Description** field.
7. Click the Person in the alert list button.

(bm) Al...

Employee

AFE

Add Remove

8. Select the first employee that you set up in the previous procedure in the **Employee** field, and close the form.
9. Click **Administration > Setup > Business alerts > Set up business alert**.

10. Press **CTRL+N** to create new line and enter the following information:
11. Base type for the alert field = Sales order confirmation
12. Description = Sales order confirmation type
13. **Active** – Select the check box.
14. Click the **Message** tab and enter **Confirmation is sent** in the **Description** field.
15. Click the **Person in the alert list** button.
16. Select the second employee that you set up in the previous procedure in the **Employee** field, and close all forms.
17. Click **Accounts receivable > Sales order**.
18. Create a new sales order.
19. Click **Posting > Invoice**, and click **OK**.
20. Click **Accounts receivable > Sales order**.
21. Create a new order.
22. Click **Posting > Confirmation**.
23. Click **OK**, and close the form.
24. Click **Administration > Setup > Business alerts > Activation** and click **OK**.
25. Open Microsoft Outlook® (or your mail client) and verify that three new items are displayed in the **Sent Items** folder.
26. Verify that confirmation e-mail messages have been sent to each of the employees that you selected and to the e-mail address that is specified in the customer's contact information.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator	Description
Business alerts (form) Administration > Setup > Business alerts > Set up business alerts	Define for which activities an alert will be sent.
Alert person (form) Administration > Setup > Business alerts > Set up business alerts > Person in alert list	Specify which employee or employees will be alerted.

Intercompany accounting

Changes have been made for sales and purchase order localization so that the following information is updated automatically for intercompany orders, packing slips, and invoices.

- Intercompany orders - information about price, discount, currency code, tax and payment are updated
- Intercompany packing slips and invoices are updated
- Tax codes for exporting orders are assigned

For more information, refer to the following topics:

- [Auto update intercompany orders](#)
- [Auto assign tax codes for exporting orders](#)

- [Automatically update intercompany orders](#)
- [Forms that are modified for this feature](#)

Automatically update intercompany orders

Prices and discounts for intercompany orders are set up on trade agreements. You can define them in the **Sales order** form or the **Purchase order** form, click **Trade agmt.** and select the related menu items.

Value added tax (VAT) codes, currency codes, and payment codes are set up on the customer or vendor accounts. However, since you enter the same information on the sales and purchase orders, information is not duplicated when it is transferred automatically to intercompany orders.

Payment terms, prices, currency codes, discounts, and tax codes on sales and purchase orders are copied to the purchase and sales orders in the other intercompany company.

Note: The mandatory condition is that tax code, payment terms, and payment schedule tables are shared through the intercompany or the same codes also are created in the other company included in the intercompany.

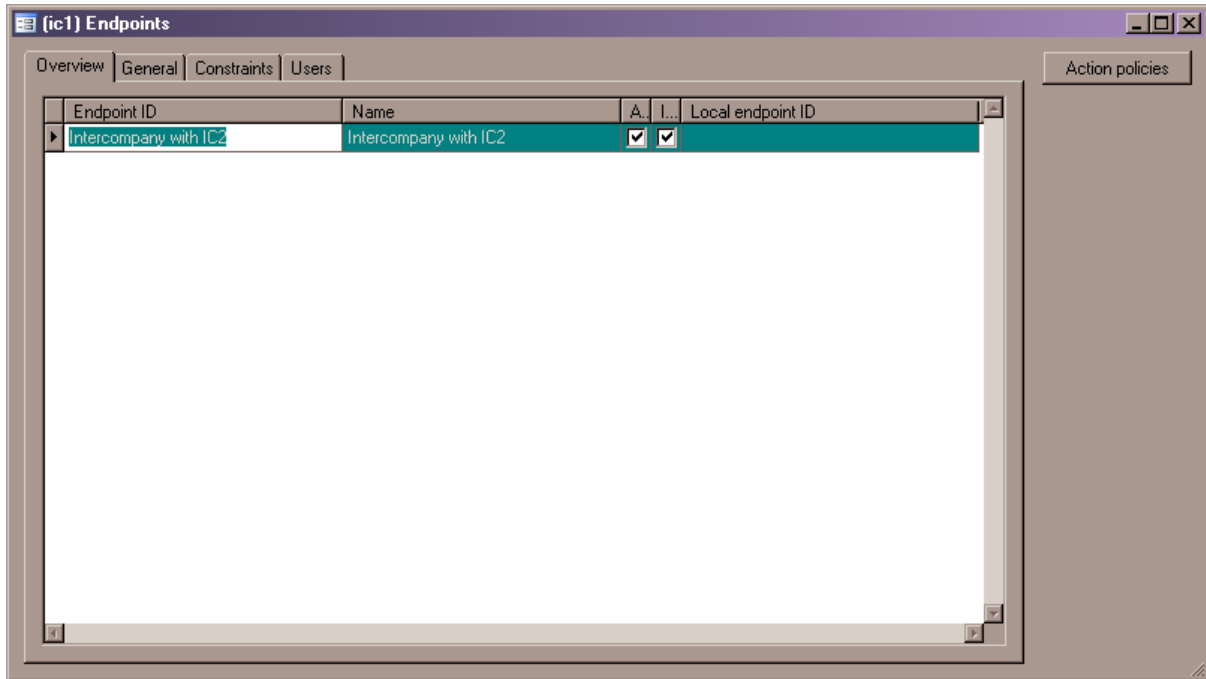
Automatically assign tax codes for exporting orders

VAT codes used for intercompany sales and purchase orders are set up on customer and vendor accounts. However, for export sales, the tax code may be different than for domestic sales, while the customer or vendor is the same or does not exist in the other company included in the intercompany. You can assign tax codes for both directions of export transactions in the **Endpoints** form (**Basic > Setup > Application Integration Framework > Endpoints**).

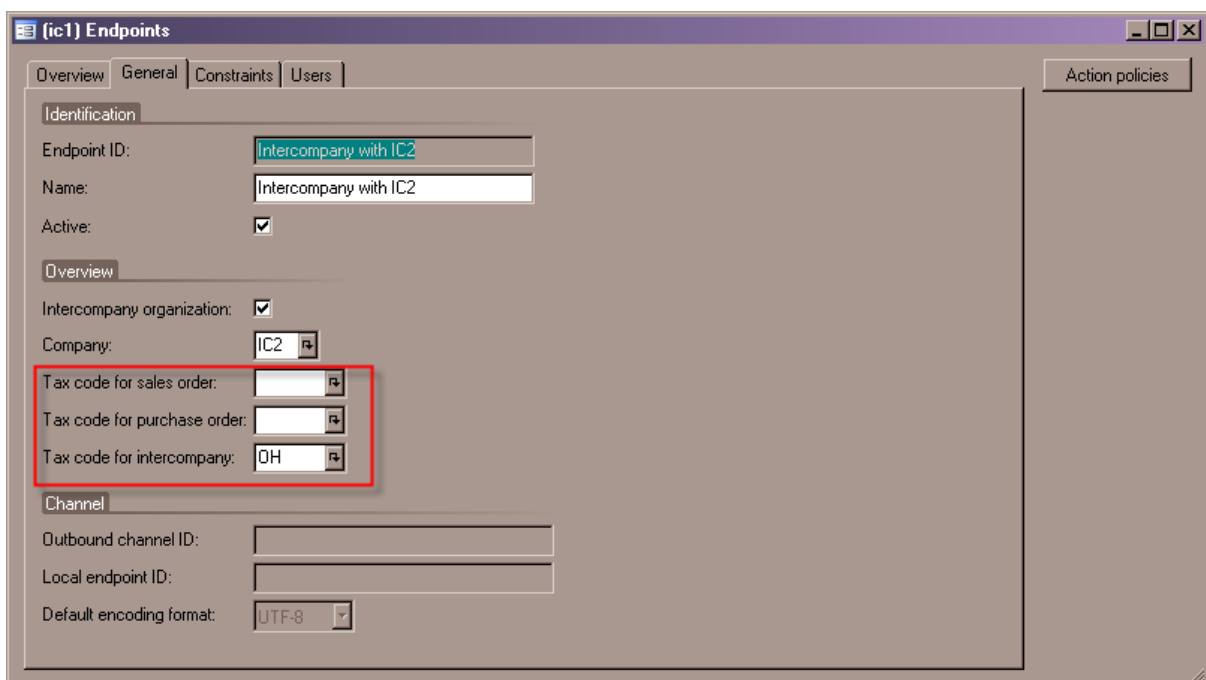
For example, to create a sales order for export based on the purchase order and with intercompany exempt VAT, you must complete the following steps.

For preliminary setup, create two new company accounts (**IC1** and **IC2**) by duplicating the **DAT** company accounts in the **Company accounts** form (**Administration > Company accounts**), and set them up to use with intercompany.

1. Click **Tools > Select company accounts**, and select the **IC1** company account.
2. Click **OK**.
3. Click **Basic > Setup > Application Integration Framework > Endpoints**.
4. Enter **Intercompany with IC2** in the **Endpoint ID** and **Name** fields.



5. Click the **General** tab.



Note: Do not enter data in the **Tax code for sales order** and **Tax code for purchase order** fields, since you will use the intercompany sales tax group.

6. Select the intercompany sales tax group in the **Tax code for intercompany** field to be used for calculating VAT on the intercompany order.
7. Close the form.
8. Click **Accounts payable > Purchase order**.

The screenshot shows the SAP Purchase Order form for document 00242_049. The title bar indicates the company is A. Datum Corporation and the item is Battery Baby R14. The form is divided into two main panes: the upper pane for header data and the lower pane for line items.

Upper Pane (Header Data):

Purchase...	Vendor account	Invoice account	Purchase type	Status	Curre...	Project	Blanket ord...
00242_049	3000	3000	Purchase order	Open order	USD		

Lower Pane (Lines):

Item number	Ware...	Batch number	Serial number	Quantity	Unit	Unit price	Discount	Disc...
B-R14	GW			1.00	Pcs	1,000.00		

On the right side of the form, there are several buttons for navigation and actions, including Simple, Posting, Setup, Functions, Inquiries, Trade agmt., Intercompany, Setup (B), Functions (G), Inquiries, Calculation (J), Inventory, Intercompany (K), and Configure line (Z).

9. Press **CTRL+N** to create a new purchase order.
10. Select a vendor in the **Vendor** field, and click **YES** when a message appears and you have the option to transfer vendor information.
11. Click the **Setup** tab, and verify that the **Sales tax group** field is empty.
12. Press **CTRL+Page Down** to move to the lower pane of the **Purchase order** form.
13. Select an item in the **Item number** field.
14. Click the **Setup** tab, and verify that the **Sales tax group** field is blank.
15. Click **Intercompany > Intercompany sales order** in the upper pane of the **Purchase order** form.
16. Click the **Setup** tab and verify that a tax code is set up for the intercompany in step 6.

For the orders that are exempt from VAT for intercompany, the sales tax groups on the sales orders or purchase orders should not be set up, and the tax code for the intercompany set up in the **Endpoints** form is used. You also have verified that for intercompany accounting, the purchase order in one company is converted into the sales order in the second intercompany company.

If the sales tax group is set up in the **Sales order** form or the **Purchase order** form, the sales tax group and related code are used for the intercompany order. If the sales tax groups set up on the order and in the **Endpoints** form for the intercompany are similar, then tax codes are simply duplicated.

Automatically update intercompany packing slips and invoices

You can assign your own preprinted numbers for packing slips and invoices instead of using the number sequences. The preprinted numbers that you set up for the packing slip or invoice in the sales company are transferred to the packing slip or invoice of the intercompany purchase order. The same applies to the purchase orders converted into the intercompany sales orders.

You can verify preprinted numbers on the intercompany orders.

1. Click **Tools** > **Select company accounts**, and select the **IC1** company account.
2. Click **OK**.
3. Click **Accounts receivable** > **Sales order**.

(dat) Sales order 00401_036 , Name Light and Design , Item name Battery Baby R14

Overview | General | Setup | Address | Delivery | Price/Discount | Postings | Other | References | Dimension

Sales order	Customer account	Invoice account	Order type	Status	Curre...	Project	Blanket order
00390_036	4006	4006	Item requirements	Open order	USD	40060	
00391_036	4007	4007	Item requirements	Open order	USD	40070	
00392_036	4008	4008	Item requirements	Open order	EUR	40080	
00394_036	4009	4009	Item requirements	Open order	EUR	40090	
00395_036	4000	4000	Sales order	Open order	USD		
00396_036	4003	4003	Sales order	Open order	USD		
00397_036	4019	4019	Sales order	Open order	USD		
00398_036	4000	4000	Sales order	Open order	USD		
00399_036	4003	4003	Sales order	Open order	USD		
00400_036	4034	4034	Sales order	Open order	USD		
00401_036	4000	4000	Sales order	Open order	CAD		

Simple
Posting ▶
Setup ▶
Functions ▶
Inquiries ▶
Trade agmt. ▶
Intercompany ▶
Available dates

Lines | General | Setup | Address | Quantity | Price/Discount | Other | Dimension

Item number	Ware...	Batch number	Serial number	Quantity	Unit	Unit price	Discount	Disc...	N...
B-R14	GW			1.00	Pcs				

Setup (G) ▶
Functions (J) ▶
Inquiries ▶
Calculation (K) ▶
Inventory ▶
Intercompany (Z) ▶
Configure line (1) ▶
Product model (2) ▶
Available dates (3)

- Press **CTRL+N** to create a new sales order.
- Select a customer for which intercompany is set up in the **Customer** field.
- Click **YES** when a message appears and you have the option to transfer customer information.
- Press **CTRL+Page Down** to move to the lower pane of the **Sales order** form.
- Select an item in the **Item number** field.
- Click **Posting > Packing slip**.

[dat] Posting packing slip

Parameters | Other | Bill of lading

Parameter: Quantity: **Deliver now**

Print options: Print: **Current**

Print packing slip: ☒

Posting: ☒ Late selection: ☐ Reduce quantity: ☐

Print return bill of lading: ☐ Use print management destination: ☐ Print C.O.D.: ☐ Print shipping labels: ☐ Print bill of exchange: ☐

Select | Arrange | Totals | Sales tax | Printer setup | Shipments

Overview | Setup | Lines | Line details | Sales orders

Update	Sales order	Name	Curre...	Pre-printe...
▶	00403_036	Light and Design	USD	Pre-printe...

OK | Cancel | Batch

10. Select **All** in the **Quantity** field.
11. Select the **Print packing slip** check box.
12. Type a number for the packing slip in the **Pre-printed No.** field.
13. Click **OK**, and close the report printed.
14. In the upper pane of the **Sales order** form, click **Intercompany** > **Intercompany purchase order**.
15. Click **Intercompany** > **Packing slip journal**.

[ic1] Packing slip journal - Packing slip: 00289_041, 4039

Overview | Lines

Sales order	Packing ...	Pre-printed packing slip No.	Ship date	Voucher	Terms	Mode...	Pre-printe...	Invoice num...	Inter...
▶ 00401_036	00289_041	SO_PO_01	11/16/2006	00289_041					IC2

Show | Voucher | Shipments | Bill of lading | Intercompany | Send ASN electronically

16. Verify that the preprinted number that you set up in the **Posting packing slip** form in step 12 is displayed.
17. Close all forms.
18. Click **Accounts receivable > Sales order**.
19. Select the sales order, which should have a **Delivered** status and click **Posting > Invoice**.

The screenshot shows the 'Posting invoice' window. The 'Parameters' tab is selected, and the 'Quantity' field is set to 'Deliver now'. The 'Print invoice' checkbox is checked. The 'Print options' section includes checkboxes for 'Print', 'Print return bill of lading', 'Use print management destination', 'Print C.O.D.', 'Print shipping labels', 'Print bill of exchange', and 'Form for invoicing'. The 'Giro money transfer slip' section shows 'None'. On the right, there are buttons for 'Select', 'Arrange', 'Totals', 'Sales tax', 'Payment schedule', 'Printer setup', and 'Shipments'. Below the parameters, there are tabs for 'Overview', 'Setup', 'Lines', 'Line details', and 'Sales orders'. The 'Overview' tab is active, showing a table with columns: 'Update', 'Sales order', 'Name', 'Curre...', 'Pre-printe...', and 'Packing slip'. The table contains one row: 'Invoice', '00403_036', 'Light and Design', 'USD', and empty cells for 'Pre-printe...' and 'Packing slip'. At the bottom, there are 'OK', 'Cancel', and 'Batch' buttons.

20. Select **All** in the **Quantity** field and select the **Print invoice** check box.
21. Type a number for the invoice in the **Pre-printed No.** field and select the packing slip in the **Packing slip** field that you previously posted.
22. Click **OK**, and close the report printed.
23. Click **Accounts receivable > Sales order**.
24. Select the sales order, which should have an **Invoiced** status and click **Intercompany > Intercompany purchase order**.
25. Click **Intercompany > Invoice journal**.

[ic1] Invoice Journal - Invoice: 00277_042, 4039, Type: Sales order

Overview Lines

Sales order	Date	Invoice	Packing slip number	Pre-printed invoice number	Voucher	Cune...	Invoice amount	Inter...	Intercom...
00401_033	11/16/2006	00277_042	SO_PO_01	Interc_01	00277_042	EUR	0.51	IC2	00219_049

Buttons on the right: Show, Voucher, Totals, Misc. charges, Transactions, Posted sales tax, Commission, Shipments, Bill of lading, Send electronically, Intercompany.

26. Verify that the preprinted number for invoice that you set up in the **Posting invoice** form in step 21 is displayed, and that the preprinted packing slip number set up in step 12 is displayed in the **Packing slip number** field.

27. Close all forms.

Forms that are modified for this feature

Refer to the following information about forms and fields that you will use with this feature.

Form name and locator

Posting packing slip (form)

Accounts receivable > Sales order > Posting > Packing slip

Posting invoice (form)

Accounts receivable > Sales order > Posting > Invoice

Packing slip journal (form)

Accounts receivable > Sales order > Inquiries > Packing slip

Packing slip journal (form)

Intercompany purchase order > Intercompany > Packing slip journal

Invoice Journal (form)

Intercompany purchase order > Intercompany > Invoice journal

Invoice Journal (form)

Intercompany purchase order > Intercompany > Invoice journal

Endpoints (form)

Basic > Setup > Application Integration Framework > Endpoints

Endpoints (form)

Basic > Setup > Application Integration Framework > Endpoints

Endpoints (form)

Basic > Setup > Application Integration Framework > Endpoints

Description

Parameters tab

Pre-printed No. field

Specify a number of the posted sales packing slip.

Parameters tab

Pre-printed No. field

Specify a number of the posted invoice.

Overview tab

Pre-printed packing slip No. field

The preprinted packing slip number of the intercompany order.

Overview tab

Pre-printed invoice field

The preprinted invoice number for the intercompany order.

Overview tab

Pre-printed invoice field

The preprinted invoice number for the intercompany order.

Overview tab

Packing slip field

The sales packing slip number that is printed on the invoice of the intercompany order.

General tab

Tax code for sales order field

Select the sales tax group for the sales order created in the sales company.

General tab

Tax code for purchase order field

Select the sales tax group for the purchase order created in the vendor company.

General tab

Tax code for intercompany field

Select the sales tax group for intercompany orders.

Inventory control

Large cost amounts can appear on inventory transactions in the following situations:

- When there is a wrong currency code on the purchase order, then conversion produces incorrect amounts.
- When the system is able to handle large amounts based on inventory transactions.

You cannot prevent the large amounts from being processed, but you can control the costs. To track the exceptional costs, set up the **Maximum cost exception** parameter in the **Inventory parameters** form (**Inventory management** > **Setup** > **Parameters**).

You can set up cost exception control for separate items on the **Cost exception control** tab of the **Item** form (**Inventory management** > **Items**).

The **Max cost exception** value is duplicated from the **Inventory parameters** form. The **Automatic update** check box shows whether the automatic update is allowed. You can enter an amount in the **Cost amount in 2nd currency** field, or is updated automatically if automatic update is activated.

You can click **Inventory management > Periodic > Inventory closing & inventory ledger > Auto-update item cost in secondary currency** to update your costs in a secondary currency automatically.

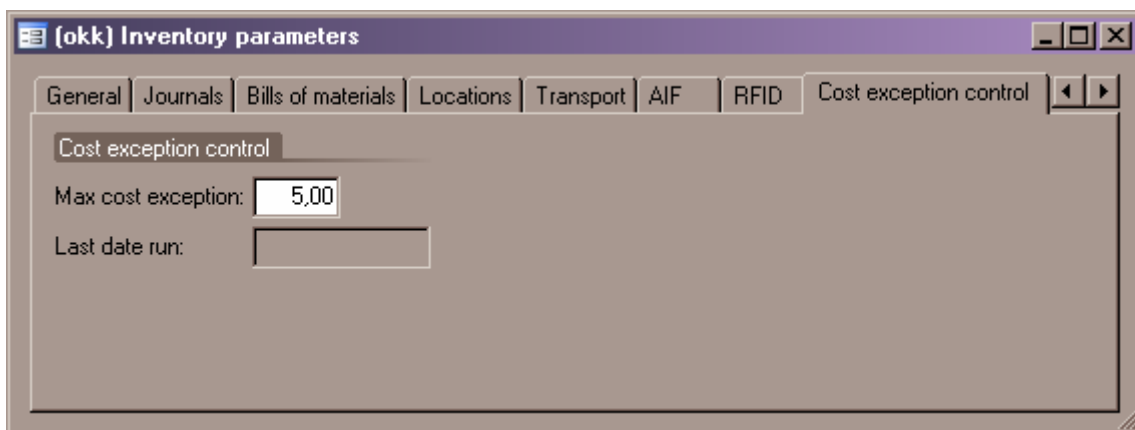
You can print a report that lists items with exceptional costs from the **Cost exceptions report** form (**Inventory management > Periodic > Inventory closing & inventory ledger > Reports > Cost exceptions report**). The report shows information about all deviations exceeding the acceptable level.

For more information, refer to the following topics:

- [Preliminary setup](#)
- [Verify calculation of the item cost price](#)
- [Form for this feature](#)
- [Forms that are changed for this feature](#)

Preliminary setup

1. Click **Basic > Setup > Company information**.
2. Click the **Other** tab, and select **EUR** in the **Secondary currency** field.
3. Close the form.
4. Click **General ledger > Setup > Parameters**.
5. Enter **1** in the **Express exchange rate** field.
6. Close the form.
7. Click **Inventory management > Setup > Parameters**.
8. Click the **Cost exception control** tab and enter **5** in the **Max cost exception** field.



9. Close the form.

Verify calculation of the item cost price

1. Click **Inventory management > Items**.
2. Press **CTRL+N** to create a new item.
3. Enter the following information for a new item:
 - **Item number** = test
 - **Item group** = Lamps

- **Inventory model group = DEF**
- **Dimension group = Std-dim**

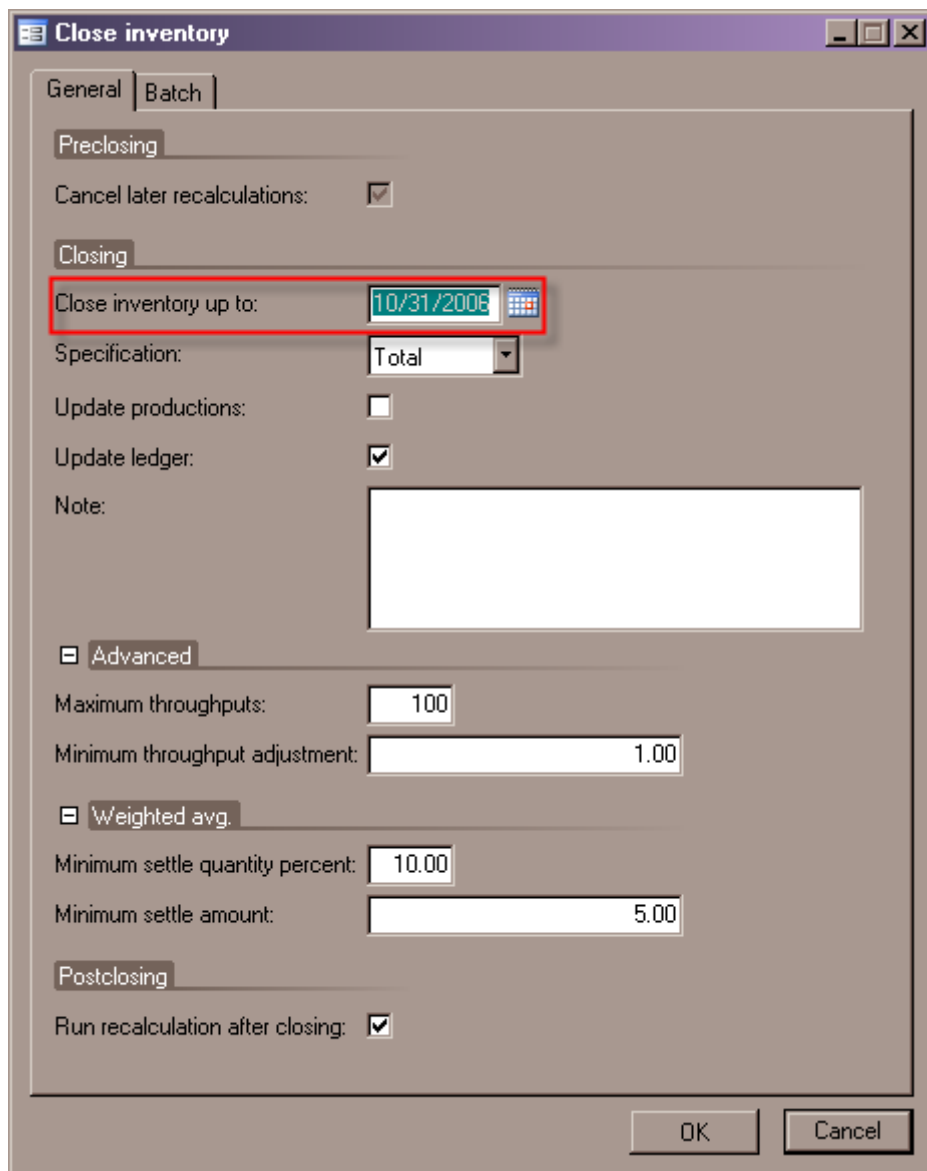
4. Click the **Cost exception control** tab and verify that there is **5** in the **Max cost exception** field.

The screenshot shows the 'Item - Item number: item, item' window. The 'Cost exception control' tab is selected. The 'Max cost exception' field contains the value 5.00. The 'Automatic update' checkbox is not checked. The 'Cost amount in 2nd currency' field contains the value 0.00. The 'Date' field is empty. The 'Secondary currency' field is set to EUR. On the right side, there is a vertical menu with buttons: Transactions, On-hand, Setup, Trade agrmt., Functions, Inquiries, Forecasting, BOM, and Route (J).

5. Click **Accounts payable > Purchase order**.
1. Press **CTRL+N** to create a new purchase order.
2. Select a vendor in the **Vendor** field, and click **YES** when a message appears and you have the option to transfer vendor information.
3. Press **CTRL+Page Down** to move to the lower pane of the **Purchase order** form.
6. Enter the following information:
 - **Item number = test**
 - **Quantity = 1**
 - **Net amount = 2**
7. Create a new line in the order.
8. Enter the following information:
 - **Item number = test**
 - **Quantity = 2**
 - **Net amount = 6**
9. Click **Posting > Invoice**, and post the invoice.
10. Click **Inventory management > Periodic > Inventory closing & inventory ledger > Closing and adjustment**.

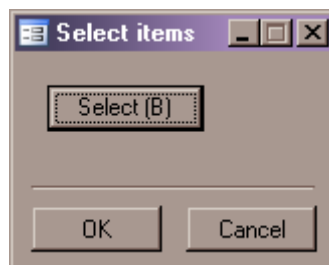


11. Click **Close procedure** > **Close**.



The 'Close inventory' dialog box has two tabs: 'General' and 'Batch'. The 'General' tab is active. It contains several sections: 'Preclosing' with a checked 'Cancel later recalculations' checkbox; 'Closing' with a 'Close inventory up to:' date field (highlighted with a red box and containing '10/31/2006'), a 'Specification:' dropdown menu set to 'Total', 'Update productions:' unchecked, 'Update ledger:' checked, and a 'Note:' text area; 'Advanced' with 'Maximum throughputs:' set to 100 and 'Minimum throughput adjustment:' set to 1.00; 'Weighted avg.' with 'Minimum settle quantity percent:' set to 10.00 and 'Minimum settle amount:' set to 5.00; and 'Postclosing' with a checked 'Run recalculation after closing' checkbox. 'OK' and 'Cancel' buttons are at the bottom right.

12. Enter the current date in the **Close inventory up to** field.
13. Click **OK**, and then click **Close**.
14. Click **Inventory management > Periodic > Inventory closing & inventory ledger > Auto update item cost in secondary currency**.



The 'Select items' dialog box has a single text field containing 'Select (B)'. Below the field are 'OK' and 'Cancel' buttons.

15. Click **Select** and select **test** in the **Item number** field.
16. Click **OK**, and then click **OK** again.

17. Click **Inventory management > Items**.
18. Select the line with **test** in the **Item number** field.
19. Click the **Cost exception control** tab.
20. Verify that the amount in secondary currency is calculated, the current date is displayed in the **Date** field, and the **Currency** field is set to **EUR**.
21. Close the form.
22. Click **Inventory management > Periodic > Inventory closing & inventory ledger > Reports > Cost exception report**.
23. Select **test** in the **Item number** field, and click **OK**.
24. Verify that two lines are displayed in the report.
25. Close the report.

Form for this feature

Refer to the following information about a form that you will use with this feature.

Form name and locator	Description
Cost exceptions report (report) Inventory management > Periodic > Inventory closing & inventory ledger > Reports > Cost exceptions report	Print a report that displays a list of items with exceptional costs.

Forms that are changed for this feature

Refer to the following information about additional forms and fields that you will use with this feature.

Form name and locator	Description
Inventory parameters (form) Inventory management > Setup > Parameters	Cost exception control tab Set up parameters for controlling exceptional costs.
Item (form) Inventory management > Items	Cost exception control tab Max cost exception field The value from the Inventory parameters form is displayed.
Item (form) Inventory management > Items	Cost exception control tab Automatic update checkbox Select this check box to activate automatic updates.
Item (form) Inventory management > Items	Cost exception control tab Cost amount in 2nd currency field Enter the cost amount in a second currency manually, or the cost is updated automatically if the automatic update is activated.

Display large amounts on reports

Large amounts can be displayed on the following reports:

- **Exchange rates** (General ledger > Setup > Exchange rates > Print exchange rates)
- **Confirmation** (Accounts receivable > Sales order > Posting > Confirmation)

- **Sales order** (Accounts receivable > Reports > Transactions > Sales order > Sales order)
- **Purchase order** (Accounts payable > Reports > Transactions > Purchase order > Purchase order)
- **Divided trial balance** (General ledger > Reports > Transaction > Periodic > Divided trial balance)

For more information, refer to the following topics:

- [Print the Exchange rates report](#)
- [Print the Confirmation report](#)
- [Print the Sales order report](#)
- [Print the Purchase order report](#)
- [Print the Divided trial balance report](#)

Print the Exchange rates report

1. Click **General ledger > Setup > Exchange rates**.

The screenshot shows the 'Exchange rates' window in the iro software. The title bar indicates the currency is CAD (Canadian Dollars). The window is divided into two main sections: 'Overview' and 'Exchange rate'.

Overview Section:

Cu...	Name	I...	Sy...
CAD	Canadian Dollars	C...	
CNY	Chinese Yuan	C...	
DKK	Danish Krone	D...	
EUR	Euro	E...	€
GBP	British Pound	G...	£
USD	US Dollars	U...	\$

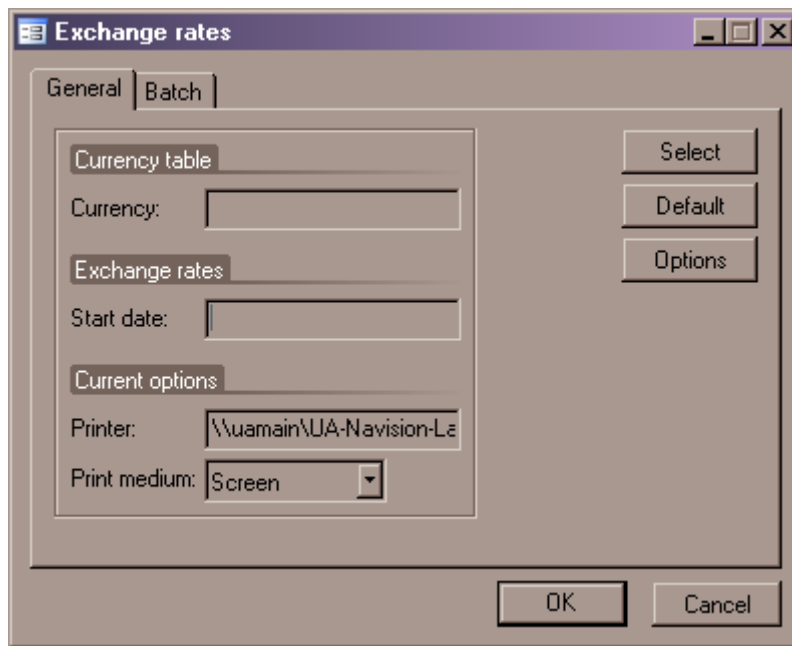
Exchange rate Section:

Start date	Exchange rate	T...
8/1/2006	0.8583	<input type="checkbox"/>
9/1/2006	0.8627	<input type="checkbox"/>
10/1/2006	0.8610	<input type="checkbox"/>
11/1/2006	0.8680	<input type="checkbox"/>
11/8/2006	0.8529	<input type="checkbox"/>

At the bottom of the 'Exchange rate' section, it displays: 0.8529 USD for 1 CAD.

On the right side of the window, there are three buttons: 'External codes', 'Print exchange rates', and 'Send electronically'.

2. Select the **CAD** currency and set up a new exchange rate for it in the lower pane of the form.
3. Enter the current date in the **Start date** field and type **1234567890.0000** in the **Exchange rate** field.
4. Select the **DKK** currency and enter the exchange rate of **0.00000001** with the current date as the start date.
5. Select the **EURO** currency and set up an exchange rate of 10 and enter the current date in the **Start date** field.
6. Click the **Print exchange rates** button.



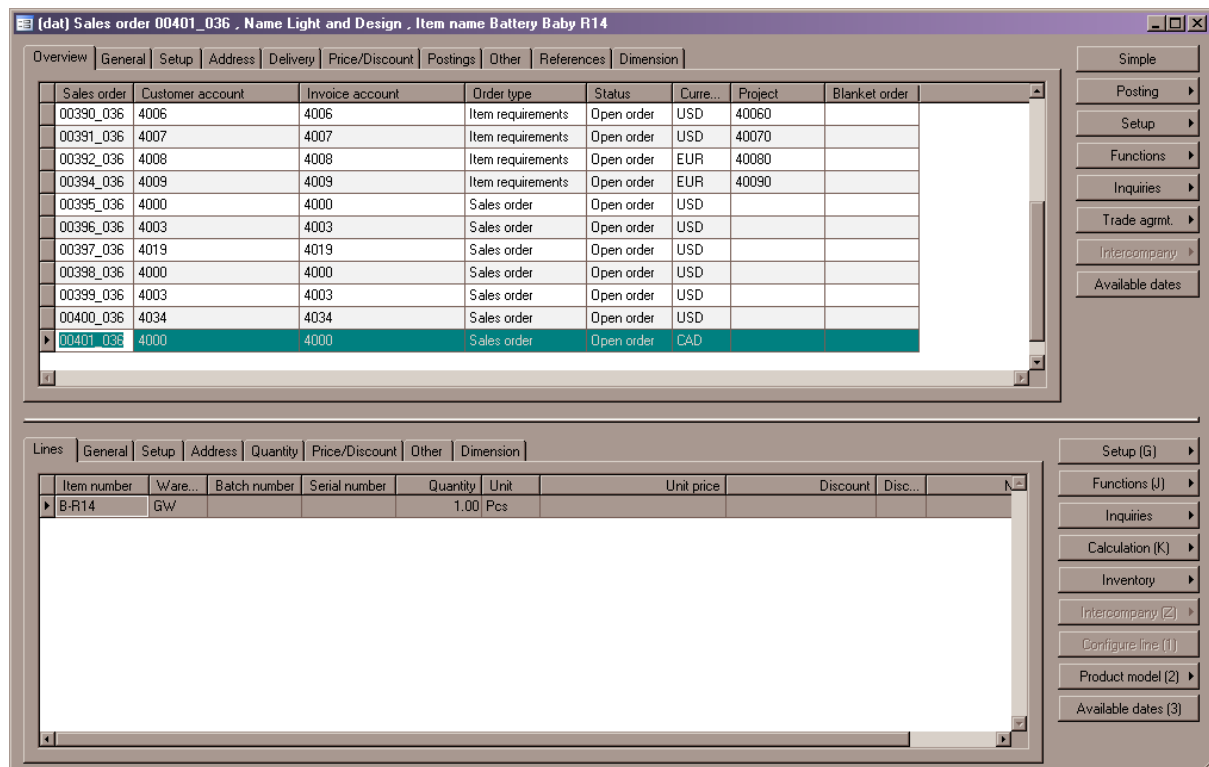
The 'Exchange rates' dialog box has two tabs: 'General' and 'Batch'. The 'General' tab is active. It contains the following fields and buttons:

- Currency table:** A text field with a 'Select' button to its right.
- Currency:** A text field.
- Exchange rates:** A text field.
- Start date:** A text field.
- Current options:** A section containing:
 - Printer:** A text field with the value '\\uamain\UA-Navision-Le'.
 - Print medium:** A dropdown menu with 'Screen' selected.
- Buttons:** 'Default' and 'Options' buttons are located to the right of the 'Exchange rates' field. 'OK' and 'Cancel' buttons are at the bottom right.

7. Click **Select** and select the current date as a start date in the **Criteria** field.
8. Click **OK**, and then click **OK** again.
9. Verify that the report is printed and displays the currencies and their exchange rates correctly.
10. Close the report.

Print the Confirmation report

1. Click **Accounts receivable** > **Sales order**.



The screenshot shows the 'Sales order 00401_036' window. The 'Overview' tab is active, displaying a table of sales orders. The table has columns: Sales order, Customer account, Invoice account, Order type, Status, Curr..., Project, and Blanket order. The row for '00401_036' is highlighted in green.

Sales order	Customer account	Invoice account	Order type	Status	Curr...	Project	Blanket order
00390_036	4006	4006	Item requirements	Open order	USD	40060	
00391_036	4007	4007	Item requirements	Open order	USD	40070	
00392_036	4008	4008	Item requirements	Open order	EUR	40080	
00394_036	4009	4009	Item requirements	Open order	EUR	40090	
00395_036	4000	4000	Sales order	Open order	USD		
00396_036	4003	4003	Sales order	Open order	USD		
00397_036	4019	4019	Sales order	Open order	USD		
00398_036	4000	4000	Sales order	Open order	USD		
00399_036	4003	4003	Sales order	Open order	USD		
00400_036	4034	4034	Sales order	Open order	USD		
00401_036	4000	4000	Sales order	Open order	CAD		

Below the table, the 'Lines' tab is active, showing details for item 'B-R14'.

Item number	Ware...	Batch number	Serial number	Quantity	Unit	Unit price	Discount	Disc...	N...
B-R14	GW			1.00	Pcs				

On the right side of the window, there is a vertical toolbar with buttons: Simple, Posting, Setup, Functions, Inquiries, Trade agmt., Intercompany, Available dates, Setup (G), Functions (J), Inquiries, Calculation (K), Inventory, Intercompany (Z), Configure line (1), Product model (2), and Available dates (3).

2. Press **CTRL+N** to create a new sales order.
3. Select a customer in the **Customer** field.
4. Click **YES** when asked whether to transfer customer information.
5. Press **CTRL+Page Down** to move to the lower pane of the **Sales order** form.
6. Select an item in the **Item number** field and enter **123456789000** in the **Unit price** field.
7. Click **Posting > Confirmation**.

The screenshot shows the 'Posting confirmation' dialog box. In the 'Parameters' tab, the 'Quantity' dropdown is set to 'All' and the 'Posting' checkbox is checked. In the 'Print options' section, the 'Print confirmation' checkbox is checked. To the right of the dialog, there are buttons for 'Select', 'Arrange', 'Totals', 'Sales tax', and 'Printer setup'. Below the dialog, a table displays the report configuration:

	Update	Sales order	Name	Curre...	Pre-printe...
►	✓	Confirmation	00400_036 Lamp US Inc.	USD	

8. Select **All** in the **Quantity** field, clear the **Posting** check box, and select the **Print confirmation** check box.
9. Click **OK**.
10. Verify that the report is printed and large amounts in the **Unit price**, **Sales balance**, and **Total** columns are displayed correctly.
11. Close the report.

Print the Sales order report

1. Click **Accounts receivable > Sales order**.
2. Press **CTRL+N** to create a new sales order.
3. Select a customer in the **Customer** field.

4. Click **YES** when asked whether to transfer customer information.
5. Press **CTRL+Page Down** to move to the lower pane of the **Sales order** form.
6. Select an item in the **Item number** field and enter **123456789000** in the **Net amount** field.
7. Close the form.
8. Click **Accounts receivable > Reports > Transactions > Sales order > Sales order**.

The screenshot shows a 'Sales order' dialog box with the 'General' tab active. On the left, under the 'Print' section, there are two checkboxes: 'Forms' and 'Totals'. The 'Totals' checkbox is highlighted with a red rectangular box. To the right of these checkboxes are three buttons: 'Select', 'Default', and 'Options'. Further right are three text input fields: 'Customer account', 'Sales order', and 'Printer'. Below the 'Printer' field is a 'Print medium' dropdown menu currently set to 'Screen'. At the bottom right of the dialog are 'OK' and 'Cancel' buttons.

9. Select the **Totals** check box.
10. Click **Select** and select the account of the customer that you created a sales order for and select the sales order in the **Criteria** field.
11. Click **OK**, and then click **OK** again.
12. Verify that the report is printed.
13. Click the **Sales order** form, and in the lower pane enter **123456789000123** in the **Net amount** field.
14. Click **Posting > Confirmation**.

The screenshot shows the 'Posting confirmation' dialog box with the 'Parameters' tab selected. In the 'Print options' section, the 'Posting' checkbox is checked and highlighted with a red rectangle, and the 'Print confirmation' checkbox is also checked and highlighted with a yellow rectangle. Other checkboxes for 'Print return bill of lading', 'Use print management destination', 'Print C.O.D.', 'Print shipping labels', and 'Print bill of exchange' are all unchecked. To the right of the checkboxes are buttons for 'Select', 'Arrange', 'Totals', 'Sales tax', and 'Printer setup'. At the bottom of the dialog are 'OK', 'Cancel', and 'Batch' buttons.

15. Select **All** in the **Quantity** field, clear the **Posting** check box, and select the **Print confirmation** check box.
16. Click **OK**.
17. Verify that the report is printed and the net amount you have set up is displayed correctly in the **Ordered, not invoiced** column.
18. Close the report.

Print the Purchase order report

1. Click **Accounts payable > Purchase order**.
2. Press **CTRL+N** to create a new purchase order.
3. Select a vendor in the **Vendor** field.
4. Click **YES** when asked whether to transfer customer information.
5. Press **CTRL+Page Down** to move to the lower pane of the **Purchase order** form.
6. Select an item in the **Item number** field and enter **123456789000** in the **Net amount** field.
7. Close the form.
8. Click **Accounts payable > Reports > Transactions > Purchase order > Purchase header**.

9. Select the **Totals** check box.
10. Click **Select** and select the account of the vendor that you created a purchase order for and select the purchase order in the **Criteria** field.
11. Click **OK**, and then click **OK** again.
12. Verify that the report is printed and that the net amount you have set up is displayed correctly in the **Ordered, not invoiced** column.
13. Close the report.

Print the Divided trial balance report

1. Click **General ledger > Journals > Journal entry**.
2. Press **CTRL+N** to create a new journal.
3. Select **Day1** in the **Name** field and click **Lines**.
4. Press **CTRL+N** to create a new line and enter the following information:
 - **Date = 11/1/2006**
 - **Account = 110160**
 - **Debit = 1500000000.2**
 - **Offset account type = Ledger**
 - **Offset account = 120220**
 - **Transaction text type = Ledger – Consolidation.**
5. Repeat steps 2 through 4 to create two more transactions.
6. Click **Post > Post**.
7. Close all forms.
8. Click **General ledger > Reports > Transactions > Periodic > Divided trial balance**.
9. Enter dates so that the period includes the date of the transaction entered in step 4.

10. Click **Select** and select the ledger account for which transactions have been posted in the **Criteria** field.
11. Click **OK**, and then click **OK** again.
12. Verify that the report is printed and that large amounts in the **Opening balance**, **Credit**, **Total** and **Closing balance** columns are displayed correctly.
13. Close the report.

Template for Turkish reports

You can use a template to create reports that are similar. For example, suppose that you have 17 Turkish reports for a specific company and all of the reports share the same basic layout. By defining the basic layout once in the template, the same layout can be shared by all 17 reports.

If you decide to make a modification to the layout, you only have to make the modification once in the basic template (**TR_GeneralLedger**), and all of your reports will be modified and inherit the change automatically.

You can print the following reports from a basic template:

- **Journal ledger – regular** (General ledger > Reports > Transactions > TR reports > Journal ledger - regular)
- **Account journal entry** (General ledger > Reports > Transactions > TR reports > Account journal entry)
- **Journal ledger – draft** (General ledger > Reports > Transactions > TR reports > Journal ledger – draft)
- **General ledger – date interval** (General ledger > Reports > Transactions > TR reports > General ledger – date interval)
- **General ledger** (General ledger > Reports > Transactions > TR reports > General ledger)
- **Cash receipt voucher** (General ledger > Reports > Journals > Cash accounting > Cash receipt voucher)
- **Cash disbursement voucher** (General ledger > Reports > Journals > Cash accounting > Cash disbursement voucher)
- **Cash journal ledger** (General ledger > Reports > Journals > Cash accounting > Cash journal ledger)
- **General ledger** (General ledger > Periodic > Journalizing > Leger journal and press General ledger button)
- **Check batch report** (Exchange notes > Reports > Check batch report)
- **Promissory note batch report** (Exchange notes > Reports > Promissory note batch report)
- **Exchange journal ledger** (Exchange notes > Reports > Exchange journal ledger)
- **Exchange note transaction history** (Exchange notes > Reports > Exchange note transaction history)
- **Portfolio list** (Exchange notes > Reports > Portfolio list)
- **Portfolio list (KC/KS)** (Exchange notes > Reports > Portfolio list (KC/KS))
- **Portfolio list as of date** (Exchange notes > Reports > Portfolio list as of date)
- **Daily cash receipt** (Exchange notes > Reports > Daily cash receipt)

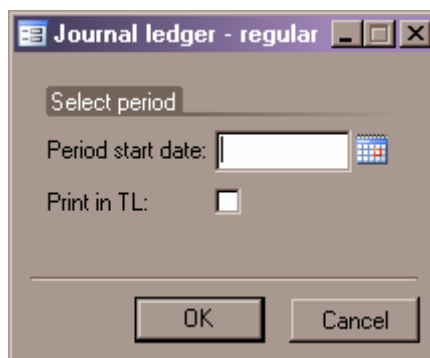
For more information, refer to the following topics:

- [Print the Journal ledger – regular report](#)

- [Print the Account journal entry report](#)
- [Print the Journal ledger – draft report](#)
- [Print the General ledger – date interval report](#)
- [Print the General ledger report](#)
- [Print the Cash receipt voucher report](#)
- [Print the Cash disbursement voucher report](#)
- [Print the Cash journal ledger report](#)
- [Print the General ledger report \(new\)](#)
- [Print the Check batch report](#)
- [Print the Promissory note batch report](#)
- [Print the Exchange journal ledger report](#)
- [Print the Exchange note transaction history report](#)
- [Print the Portfolio list report](#)
- [Print the Portfolio list \(KC/KS\) report](#)
- [Print the Portfolio list as of date report](#)
- [Print the Daily cash receipt report](#)
- [Forms for this feature](#)

Print the Journal ledger – regular report

1. Click **General ledger > Setup > Periods > Periods**.
2. Select the first open period and select **Closed** in the **Status** field.
3. Click **Journal item numbering**.
4. Click **OK**.
5. Close the **Periods** form.
6. Click **General ledger > Reports > Transactions > TR reports > Journal ledger – regular**.
7. Click **OK**.



8. Type a period starting date for a previously closed period in the **Period start date** field.
9. Click **OK** and verify that the report displays all of the transactions starting from the specified date.
10. Verify that the report layout corresponds to template, and that the company name, report name, and page numbers are displayed on the report.
11. Close the report.

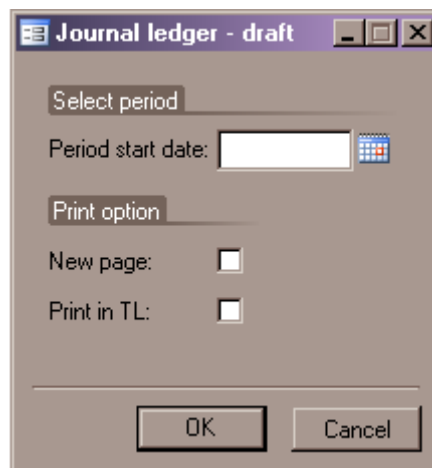
Print the Account journal entry report

1. Click **General ledger > Reports > Transactions > TR reports > Account journal entry**.
2. Click **OK**.

3. Verify that the report contains all posted transactions and that totals are calculated for both credits and debits.
4. Verify that the report layout corresponds to the template, and that the company name, report name, and page numbers are displayed on the report.
5. Close the report.

Print the Journal ledger – draft report

1. Click **General ledger > Reports > Transactions > TR reports > Journal ledger – draft**.
2. Click **OK**.



3. Type a date in the **Period start date** field.
4. Click **OK**.
5. Verify that the report is printed with all transactions, and that the report layout corresponds to the template. Verify that the company name, report name, and page numbers are displayed on the report.
6. Verify that the report includes a total for each voucher and that totals are calculated for both debits and credits.
7. Close the report.

Print the General ledger – date interval report

1. Click **General ledger > Reports > Transactions > TR reports > General ledger – date interval**.
2. Enter dates in the **From date** and **To date** fields and click **OK**.
3. Verify that the report is printed and that transactions for the period are included in it.
4. Verify that the report layout corresponds to the template, and that the company name, report name, and page numbers are displayed on the report.
5. Close the report.

Print the General ledger report

1. Click **General ledger > Reports > Transactions > TR reports > General ledger**.

2. Type a date in the **Period start date** field.
3. Verify that the **Regular** check box is not selected and click **OK**.
4. Verify that the report is printed and starts with total debit and credit values for the previous periods. Verify that it includes sub-headers with main account numbers, a closing total for each main account, and a page closing total.
5. Verify that the report layout corresponds to template, and that the company name, report name, and page numbers are displayed on the report.
6. Close the report.

Print the Cash receipt voucher report

1. Click **Basic > Setup > Transaction text**.
2. Press **CTRL+N** to create a new line.
3. Select **Cash receipt** in the **Transaction text** field, and select **tr** in the **Language** field.
4. Close the form.
5. Click **Basic > Setup > Create voucher types**.
6. Press **CTRL+N** to create a new line and enter the following information:
 - **Voucher type = Receipt**
 - **Journal type = Cash**
 - **Language = tr**
 - **Transaction text = Cash receipt**
7. Close the form.
8. Click **General ledger > Setup > Journals > Journal names**.
9. Press **CTRL+N** to create a new line and enter the following information:
 - **Name = Cash_R**

- **Description = Cash receipt journal**
 - **Journal type = Cash**
10. Click the **General** tab and select **Cash receipt** in the **Transaction text** field.
 11. Close the Journal names form.
 12. Click **General ledger > Journals > Cash journal entry**.
 13. Press **CTRL+N** to create a new journal.
 14. Select **Cash_R** in the **Name** field and click **Lines**.
 15. Select **110180 – Petty cash** in the **Offset account** field, and click **Lines**.
 16. Press **CTRL+N** to create a new line.
 17. Select **110160** in the **Account** field and type **200** in the **Credit** field.
 18. Click **Post > Post** and close all forms.
 19. Click **General ledger > Reports > Journals > Cash accounting > Cash receipt voucher**.
 20. Click **OK**.
 21. Under **Journal**, select the **Cash_R** and click **OK** again.
 22. Verify that the **Cash receipt voucher** report layout corresponds to the template, and that the company name, report name and page numbers are displayed on the report.
 23. Close the report.

Print the Cash disbursement voucher report

1. Click **Basic > Setup > Transaction text**.
2. Press **CTRL+N** to create a new line.
3. Select **Cash disbursement** in the **Transaction text** field, and select **tr** in the **Language** field.
4. Close the form.
5. Click **Basic > Setup > Create voucher types**.
6. Press **CTRL+N** to create a new line and enter the following information:
 - **Voucher type = Disbursement**
 - **Journal type = Cash**
 - **Language = tr**
 - **Transaction text = Cash disbursement**
7. Close the form.
8. Click **General ledger > Setup > Journals > Journal names**.
9. Press **CTRL+N** to create a new line and enter the following information:
 - **Name = Cash_D**
 - **Description = Cash disbursement journal**
 - **Journal type = Cash**
10. Click the **General** tab and select **Cash disbursement** in the **Transaction text** field.
11. Close the **Journal names** form.
12. Click **General ledger > Journals > Cash journal entry**.
13. Press **CTRL+N** to create a new journal.

14. Select **Cash_D** in the **Name** field and click **Lines**.
15. Select **110180 – Petty cash** in the **Offset account** field and click **Lines**.
16. Press **CTRL+N** to create a new line.
17. Select **110160** in the **Account** field and enter **200** in the **Debit** field.
18. Click **Post > Post** and close all forms.
19. Click **General ledger > Reports > Journals > Cash accounting > Cash disbursement voucher**.
20. Click **OK**.
21. Under **Journal**, select the **Cash_D** and click **OK**.
22. Verify that the **Cash disbursement voucher** report is printed, and that the report layout corresponds to template. Verify that the company name, report name, and page numbers are displayed on the report.
23. Close the report.

Print the Cash journal ledger report

1. Click **General ledger > Chart of accounts**.
2. Select a line where the **Ledger account = 110180**.
3. Click the **Setup** tab, and select **List** in the **Validate user** field.
4. Click **Validate list > User**.
5. Select a user name in the **User ID** field to provide access to the current account.
6. Close the form.
7. Click **General ledger > Reports > Journals > Cash accounting > Cash journal ledger**.
8. Click **OK**.
9. Select **110180** in the **Account** field.

The screenshot shows a window titled "Cash journal ledger". It contains several input fields: "Account" (with a dropdown arrow) showing "110180", "From" and "To" (with dropdown arrows), "Transaction date" (with calendar icons), and "Lock account" (with an unchecked checkbox). At the bottom right are "OK" and "Cancel" buttons.

10. Click **OK**.
11. Verify that the **Cash journal ledger** report is printed, that the report layout corresponds to the template, and that the company name, report name, and page numbers are displayed on the report.
12. Close the report.

Print the General ledger report

A new General ledger report has been added that you can use to view information about the General ledger legal book.

1. Click **General ledger > Setup > Parameters**.
2. Click the **Number sequences** tab, select the line with **Reference = Journal ledger**, and verify the number sequences are set up.
3. Click **General ledger > Periodic > Journalizing > Journalizing**.
4. Click **OK**.
5. Click **OK** again.
6. Verify that the **Ledger journal** report is printed, and close the report.
7. Click **General ledger > Periodic > Journalizing > Ledger journal**.
8. Select the last journal line that you created and click **General ledger**.
9. Click **OK**.
10. Verify that the **General ledger** report is printed with correct information and its layout corresponds to the template.
11. Close the report.

Print the Check batch report

1. Click **Exchange notes > Exchange notes journal**.
2. Press **CTRL+N** to create a new journal.
3. Select **EXC** in the **Name** field.
4. Click **Lines**.
5. Press **CTRL+N** to create a new line.
6. Select an account in the **Account** field.
7. Enter **100** in the **Credit** field and set up an offset account.
8. Click the **Payment** tab and enter a due date.
9. Press **CTRL+S** to save the record.
10. Press **CTRL+N** to create a new line.
11. Select an account in the **Account** field.
12. Enter **100** in the **Credit** field and select an offset account.
13. Click the **Payment** tab, and enter a due date.
14. Click **Print > Check batch report**.

Check batch report

General | Batch

Parameters

Transaction text type: Receipt from customer

Ledger journal table

Batch:

Journal lines

Date:

Bank transaction type:

Check table

Bank account:

Current options

Printer: \\uamain\UA-Navision-La

Print medium: Screen

Select

Default

Options

OK Cancel

15. Click **OK**.
16. Verify that only the current voucher is printed and that there are two records included in the report.
17. Verify that the report layout corresponds to the template and that the company name, report name, and page numbers are displayed on the report.
18. Close the report.

Print the Promissory note batch report

1. Click **Exchange notes > Exchange notes journal**.
2. Press **CTRL+N** to create a new journal.
3. Select the journal name in the **Name** field and click **Lines**.
4. Press **CTRL+N** to create a new line.
5. Select an account in the **Account** field.
6. Enter **100** in the **Credit** field, and select **TR PM bank** in the **Offset account** field.
7. Click the **Payment** tab.
8. Type the check number in the **Check number** field and enter a due date.
9. Click **Print > Promissory note batch report**.
10. Click **OK**.
11. Verify that only the current voucher is printed with an **Entered** status and that the data on the report is consistent with the related voucher data.
12. Verify that the report layout corresponds to the template and that the company name, report name, and page numbers are displayed on the report.
13. Close the report.

Print the Exchange journal ledger report

1. Click **Exchange notes** > **Exchange note journal**.
2. Press **CTRL+N** to create a new journal.
3. Specify the journal name in the **Name** field and click **Lines**.
4. Press **CTRL+N** to create a new line.
5. Specify a transaction text type, an account, an offset account, and then enter an amount in the **Credit** field.
6. Click the **Payment** tab.
7. Type the check number in the **Check number** field.
8. Click **Post** > **Post**, and close the form.
9. Click **Exchange notes** > **Reports** > **Exchange journal ledger**.

The screenshot shows a Windows-style dialog box titled "Exchange journal ledger". It has two tabs: "General" and "Batch". The "General" tab is selected. Inside the dialog, there are several sections with labels and input fields. On the right side, there are three buttons: "Select", "Default", and "Options". At the bottom right, there are "OK" and "Cancel" buttons.

- Bank transaction type**: A label with a "Select" button next to it.
- Bank transaction type:**: An empty text input field.
- Check table**: A label with a "Default" button next to it.
- Check number:**: An empty text input field.
- Journal lines**: A label.
- Transaction text type:**: An empty text input field.
- Date:**: An empty text input field.
- Current options**: A label.
- Printer:**: A text input field containing the path "\\uamain\UA-Navision-La".
- Print medium:**: A dropdown menu showing "Screen".

10. Click **OK**, and verify that the **Exchange journal ledger** report is printed and its layout corresponds to the template.
11. Close the report.

Print the Exchange note transaction history report

1. Click **Exchange notes** > **Reports** > **Exchange note transaction history**.
2. Click **OK**.
3. Verify that the report contains information for the checks created in the current company, that the layout corresponds to the template, and that the company name, report name, and page numbers are displayed on the report.
4. Close the report.

Print the Portfolio list report

1. Click **Exchange notes** > **Exchange note journal**.
2. Press **CTRL+N** to create a new journal.
3. Select **EXC** in the **Name** field and click **Lines**.
4. Press **CTRL+N** to create a new line, and verify that there is **Receipt from customer** in the **Transaction text type** field.
5. Enter the following information:
 - **Account** = 4000
 - **Credit** = 200
 - **Offset account** = TR
6. Click the **Payment** tab and verify that the check number is generated in the **Check number** field.
7. Enter a date in the **Due date** field.
8. Click **Post** > **Post** and close the journal.
9. Click **Exchange notes** > **Reports** > **Portfolio list**.
10. Click **OK**.
11. Verify that the record for the customer check is displayed on the report, and that the report layout corresponds to the template.
12. Close the report.

Print the Portfolio list (KC/KS) report

1. Click **General ledger** > **Setup** > **Journals** > **Journal names**.
2. Press **CTRL+N** and enter the following information:
 - **Name** = DIS
 - **Description** = Disbursement
 - **Journal type** = Exchange notes
 - **Voucher series** = Virt_117
3. Click the **General** tab and enter the following information:
 - **Account type** = Bank
 - **Transaction text** = Disbursement to vendor.
4. Close the form.
5. Click **Exchange notes** > **Setup** > **Create voucher types**.
6. Press **CTRL+N** to create a new transaction type text.
7. Enter the following information:
 - **Voucher type** = Disbursement
 - **Journal type** = Exchange notes
 - **Language** = tr
 - **Transaction text** = Disbursement to vendor
 - **Setup record** – Clear the check box.
8. Click the **Exchange note control** tab and enter the following information:

- **Offset account type = Bank**
 - **Portfolio** – Select the check box.
 - **Account type = Vendor**
 - **DB/CR proposal = Debit**
 - **Document integrity** – Clear the check box.
9. Close the form.
 10. Click **Exchange notes > Exchange note journal**.
 11. Press **CTRL+N** to create a new journal.
 12. Select **DIS** in the **Name** field and click **Lines**.
 13. Press **CTRL+N** to create a new line.
 14. Verify that that a new voucher is created with **Disbursement to vendor** in the **Transaction text type** field.
 15. Enter the following information:
 - **Account = 3000**
 - **Offset account = TR**
 16. Click the **Payment** tab.
 17. In the **Check number** field, select the customer check that you previously generated.
 18. Click **Post > Post** and close the form.
 19. Click **Exchange notes > Reports > Portfolio list (KC/KS)**.
 20. Click **OK**.
 21. Verify that the record for the company check is displayed on the report, and that the report layout corresponds to the template.
 22. Close the report.

Print the Portfolio list as of date report

1. Click **Exchange notes > Reports > Portfolio list as of date**.

2. Type a date in the **Date** field and click **OK**.
3. Verify that the report layout corresponds to the template and that the company name, report name, and page numbers are displayed on the report.
4. Close the report.

Print the Daily cash receipt report

1. Click **Exchange notes > Reports > Portfolio list as of date**.

The screenshot shows a software window titled "Daily cash receipt". It has two tabs: "General" and "Batch". The "General" tab is selected. Inside the "General" tab, there is a "Parameters" section on the left with fields for "From date:" and "To date:" (each with a calendar icon), a "Detail:" checkbox, and two checkboxes for "Including check/note return:" and "Including cash return:". To the right of this is a "Customers" section with a "Customer account:" field. Below that is a "Current options" section with a "Printer:" field (containing the text "\\uamain\UA-Navision-Le") and a "Print medium:" dropdown menu (set to "Screen"). On the far right of the dialog are three buttons: "Select (B)", "Default (B)", and "Options (B)". At the bottom right are "OK" and "Cancel" buttons.

2. Select dates in the **From date** and **To date** fields and click **OK**.
3. Verify that the **Daily cash receipt** report layout corresponds to the template and that the company name, report name, and page numbers are displayed on the report.
4. Close the report.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Journal ledger – regular (report)

General ledger > Reports > Transactions > TR reports > Journal ledger – regular

Account journal entry (report)

General ledger > Reports > Transactions > TR reports > Account journal entry

Journal ledger – draft (report)

General ledger > Reports > Transactions > TR reports > Journal ledger – draft

General ledger – date interval (report)

General ledger > Reports > Transactions > TR reports > General ledger – date interval

General ledger (report)

General ledger > Reports > Transactions > TR reports > General ledger

Cash receipt voucher (report)

General ledger > Reports > Journals > Cash accounting > Cash receipt voucher

Cash disbursement voucher (report)

General ledger > Reports > Journals > Cash accounting > Cash disbursement voucher

Cash journal ledger (report)

General ledger > Reports > Journals > Cash accounting > Cash journal ledger

Ledger journal (form)

General ledger > Periodic > Journalizing > Leger journal

Check batch report (report)

Exchange notes > Reports > Check batch report

Promissory note batch report (report)

Exchange notes > Reports > Promissory note batch report

Exchange journal ledger (report)

Exchange notes > Reports > Exchange journal ledger

Exchange note transaction history (report)

Exchange notes > Reports > Exchange note transaction history

Portfolio list (report)

Exchange notes > Reports > Portfolio list

Portfolio list (KC/KS) (report)

Exchange notes > Reports > Portfolio list (KC/KS)

Portfolio list as of date (report)

Exchange notes > Reports > Portfolio list as of date

Daily cash receipt (report)

Exchange notes > Reports > Daily cash receipt

Description

Print a report that shows information about the journal entry transactions as a legal book.

Print a report that shows information about single vouchers.

Print a draft version of the Journal ledger – regular report to verify its completeness and correctness when printed.

Print a report that shows transactions for the period specified for the General ledger report.

Print a report that shows information about the legal book.

Print a report that shows information about the cash journal entries.

Print a report that shows information about the cash journal entries.

Print a report that shows cash transactions for the selected account and period.

General ledger button

Print a report for a statutory book (General ledger) with journalized transactions.

Print a report that shows information about check receipts or disbursements.

Print a report that shows information about promissory note receipts and disbursements.

Print the Exchange notes journal report for a specific bank transaction type.

Print a report that shows information about transactions for checks and promissory notes created in the **Exchange note journal**.

Print a report that shows information about customer checks in the portfolio.

Print a report that shows information about the company checks in the portfolio.

Print a report that shows information about checks as of a given date.

Print a report that shows information about cash receipt for customers.

Early inventory closing

In Turkey, 99 % of companies use a weighted average costing inventory model. You can use early inventory closing, which means temporarily closing inventory before the standard close, to set up the weighted average costing inventory model for calculating inconsistent costs.

You also can summarize balances for the last closed month, and print five new reports to track the accuracy of closing results.

For more information, refer to the following topics:

- [Verify adjustment calculation](#)
- [Print reports](#)
- [Form for this feature](#)
- [Forms that are changed for this feature](#)

Verify adjustment calculation

1. Click **Accounts payable > Purchase order**.
2. Create a new purchase order, and in the lower pane of the form, enter the following information:
3. Item number = B-R12
4. Quantity = 1
5. Unit price = 20
6. Create a new line in the current purchase order and enter the following information:
7. Item number = B-R12
8. Quantity = 2
9. Unit price = 15
10. Click Posting > Invoice.
11. Specify an **Invoice number** and click the **Setup** tab.
12. Enter 1/1/2007 in the Posting date field.
13. Click **OK** to post the order.
14. Close the **Purchase order** form.
15. Click Accounts receivable > Sales order.
16. Create a new sales order, and in the lower pane of the form, enter the following information:
17. Item number = B-R12
18. Quantity = 1
19. Unit price = 50
20. Create a new line in the current purchase order and enter the following information:
21. Item number = B-R12
22. Quantity = 2
23. Unit price = 60
24. Click Posting > Invoice.
25. Specify an **Invoice number** and click the **Setup** tab.
26. Enter 1/1/2007 in the Posting date field.
27. Click **OK** to post the order.

28. Close the **Sales order** form.
29. Click Inventory management > Items and select line with Item number = B-R12.
30. Click the **Transactions** button.
31. Verify that two new transactions dated **1/1/2007** and two transactions dated **1/10/2006** are displayed for the item.
32. Verify that cost amounts for the sold item are calculated according to the weighted average principle:
33. Cost amount per item = Total cost amount /Quantity
34. Close the form.
35. Click Inventory management > Periodic > inventory closing & inventory ledger > Closing and adjustment.

A.	Date	Voucher	Type	Executed	C.	O.	H.
<input checked="" type="checkbox"/>	31.10.2006	10000_063	Close	13.11.2006	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	13.11.2006	10001_063	Recalculation	13.11.2006	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

36. Click Closing TR > Temporary inventory closing.

37. Enter **1/20/2007** in the **Close inventory up to** field and click **OK**.
38. Verify that a new line dated 1/31/2007 appears in the **Closing and adjustment** form.
39. Verify that the type in the **Type** column is **Recalculation**.
40. Click Inventory management > Items and select line with Item number = B-R12.
41. Click the **Transactions** button.
42. Select line with Financial date = 1/10/2007 and Quantity = -1.
43. Verify that the **Cost amount = -19**.
44. Click the **Update** tab and verify that the **Financial cost amount = -16.67** and that the **Adjustment = -2.33**.
45. Select the line with Financial date = 1/10/2007 and Quantity = -2.
46. Verify that **Cost amount = -38**.
47. Click the Update tab and verify that Financial cost amount = -33.33 and Adjustment = -4.67.
48. Close the form.
49. Click Inventory management > Periodic > inventory closing & inventory ledger > Closing and adjustment.
50. Select the line with **Date = 1/20/2007**.
51. Click Closing TR > Cancel of temporary inventory closing.
52. Click **OK**.
53. Click Inventory management > Items and select the line with Item number = B-R12.
54. Click the **Transactions** button.
55. Verify that the cost price per item has changed back to the value before recalculation.
56. Close the form.

Print reports

1. Click **Inventory management > Periodic > Inventory closing & inventory ledger > Reports > Inventory ledger**.
2. Enter **1/30/2007** in the **Date** field.
3. Click **Select**, and select the item number **B-R12**.
4. Click **OK**.
5. Click **OK** again, and verify that the report displays information about the item correctly.
6. Click **Inventory management > Periodic > Inventory closing & inventory ledger > Reports > Inventory ledger - detailed**.
7. Enter **1/30/2007** in the **Date** field.
8. Click **Select**, and select the item number **B-R12**.
9. Click **OK**.
10. Click **OK** again and verify that the report displays information about the item correctly.
11. Click **Inventory management > Periodic > Inventory closing & inventory ledger > Reports > Financial inventory (as of date)**.
12. Enter **1/30/2006** in the **Date** field.
13. Click **Select**, and select the item number **B-R12**.
14. Click **OK**.

15. Click **OK** again and verify that the report displays information about the item correctly.
16. Click **Inventory management > Periodic > Inventory closing & inventory ledger > Reports > Physical inventory (as of date)**.
17. Enter **1/30/2007** in the **Date** field.
18. Click **Select**, and select the item number **B-R12**.
19. Click **OK**.
20. Click **OK** again, and verify that the report displays information about the item correctly.
21. Click **Inventory management > Periodic > Inventory closing & inventory ledger > Reports > Physical and financial date differences**.
22. Enter **1/30/2007** in the **As of date** field.
23. Click **Select** and set up **Item number = B-R12**.
24. Click **OK**.
25. Click **OK** again and verify that the report displays information about the item correctly.
26. Click **Inventory management > Periodic > Inventory closing & inventory ledger > Closing and adjustment**.
27. Click **Closing procedure > Close** and enter the current date in the **Close inventory up to** field.
28. Click **OK** and then click **Close**.
29. Click **Inventory management > Periodic > Inventory closing & inventory ledger > Auto update item cost in secondary currency**.
30. Click **Select** and select **Test** item number.
31. Click **OK** and then click **OK** again.
32. Click **Inventory management > Items**.
33. Select the line with **Item number = test**.
34. Click the **Cost exception control** tab.
35. Verify that the amount in secondary currency has been calculated, that the current date is displayed in the **Date** field, and that the currency is **EUR**.
36. Close the form.
37. Click **Inventory management > Periodic > Inventory closing & inventory ledger > Reports > Cost exception report**.
38. Select **Test** item number and click **OK**.
39. Verify that two lines are displayed in the report.
40. Close the report.

Forms for this feature

Refer to the following information about forms that you will use with this feature.

Form name and locator

Inventory ledger (report)

Inventory management > Periodic > Inventory closing & inventory ledger > Reports > Inventory ledger

Inventory ledger - detailed (report)

Inventory management > Periodic > Inventory closing & inventory ledger > Reports > Inventory ledger - detailed

Different physical and financial dates (report)

Inventory management > Periodic > Inventory closing & inventory ledger > Reports > Different physical and financial dates

Financial inventory (as of date) (report)

Inventory management > Periodic > Inventory closing & inventory ledger > Reports > Financial inventory (as of date)

Physical inventory (as of date) (report)

Inventory management > Periodic > Inventory closing & inventory ledger > Reports > Physical inventory (as of date)

Description

Print a report that shows information about the inventory ledger.

Print a report that shows detailed information about the inventory ledger.

Print a report that shows information about differences in financial and physical dates.

Print a report that shows information about the financial inventory as of a date that you specify.

Print a report that shows information about the physical inventory as of a date that you specify.

Form that is changed for this feature

Refer to the following information about an additional form that you will use with this feature.

Form name and locator

Closing and adjustment (form)

Inventory management > Periodic > Closing and adjustment.

Description

Closing TR button

Close inventory temporarily and cancel inventory closing.

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