

Microsoft Dynamics™ AX

Common features for Eastern Europe

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Table of Contents

Introduction	3
Cash management	3
Set up cash accounts	3
Set up default values in parameters.....	3
Set up number sequences for cash documents numbering	5
Set up a posting profile.....	5
Set up cash journal names in the General ledger	5
Set up cash accounts.....	6
Daily cash operations.....	7
Record cash transactions in cash journals.....	7
Record cash transactions in a general journal.....	9
Cash transaction approval and posting	10
Approve cash documents using confirmation	10
View cash transactions.....	11
Fields in the Cash transaction form	11
Print cash slips	12
Periodic jobs.....	12
Check the balance limit.....	12
Calculate the exchange rate difference	13
Recalculate the cash balance	13
Create the cash report (feature for Poland)	13
Reports	14
Print the Journal of registration.....	14
Print the Cash book.....	14
Print the cash counting statement.....	15
Additional reports	15
Print cash reports (feature for Poland)	15
Configuration keys.....	16
Ledger transactions preview	16
Officials list.....	16
Set up default officials list.....	17
Modify information for officials.....	18

Introduction

This information includes an overview of features that are specific to users in Eastern Europe. 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 features in your business.

Refer here for feature information:

- [Cash management](#)
- [Ledger transactions preview](#)
- [Officials list](#)

Cash management

In accordance with Eastern Europe accounting requirements, you can set up Cash account operations to automate receipt and expenditure processes. You also can set up automation processes to create cash documents and print reports.

You can perform the following cash operations:

- Account for the receipt and expenditure of available cash assets.
- Create and store typical forms, such as cash reimbursement slips, cash disbursement slips, and a journal of cash slips registration.
- Control the maximum amount of cash allowed for operations with counteragents.
- Create cash operations in various currencies.
- Convert amounts of cash operations in foreign currencies into the default currency to provide accounting reporting.
- Generate cashbook and cashier's reports.

For more information, refer to the following topics:

- [Set up cash accounts](#)
- [Daily cash operations](#)
- [Periodic jobs](#)
- [Reports](#)
- [Configuration keys](#)

Set up cash accounts

You must complete the following procedures to use cash accounts:

- [Set up default values in parameters](#)
- [Set up number sequences for cash documents numbering](#)
- [Set up a posting profile](#)
- [Set up cash journal names in the General ledger](#)
- [Set up cash accounts](#)

Set up default values in parameters

1. Open the **Bank parameters** form (**Bank > Setup > Parameters**).
2. Select the **Cash** tab.
3. In the **Cash** field, select a default Cash account to use in journals.
4. In the **Cash posting** field, enter the default cash posting profile to use if no other posting profile is specified.

5. In the **Check for voucher used** field, select the method of processing cash documents with duplicate numbers:
 - **Reject duplicate**
 - **Reject copies within fiscal year**
 - **Accept duplicates**
 - **Warn in case of duplicates**
6. In the **Check operations limit** field, specify the type of message to display when the limit for operations with counteragents is exceeded:
 - **Accept** – Exceeding the limit is allowed.
 - **Warning** – Exceeding the limit is allowed, but a warning message is displayed. The operation will be posted.
 - **Error** – Exceeding the limit is not allowed and an error message is displayed. The operation will not be posted.
7. In the **Validation method** field, select the validation method to control how limit amounts are exceeded for operations:
 - **Operation** – Per each transaction.
 - **Contract (agreement)** – Per each transaction with a specified contract with counteragent.
8. In the **Operations limit** field, enter the maximum cash amount allowed amount for operations with counteragents.
9. Select the **Posting on earlier date** check box to allow cash transactions to be posted on a date that is earlier than the last date of cash transaction.
10. In the **Country specific form** field, select the printing format for cash documents.
11. In the **Quantity of days** field, enter the number of days allowed for payroll funds to be stored in cash accounts.

Note: To use this field, you must select the **CIS Payroll (RPayroll)** configuration key.
12. In the **Department code**, **Analytical code**, and **Purpose code** fields, enter the dimensions to print on cash documents forms.
13. Select the **Use confirm status** check box to use the additional **Confirmed** status when approving procedures for cash documents. For more information, see [Cash transaction approval and posting](#).
14. In the **Exchange difference type** field, specify the method of exchange difference calculation:
 - **FIFO** – A transaction or transactions with an earlier transaction date are settled with earlier receipt transactions.
 - **LIFO** – An expenditure transaction or transactions with a later transaction date are settled with later receipt transactions.

Note: This field is available only if the **PICash** configuration key for Poland is selected.
15. On the **Number sequences** tab, select a value in the **Number sequence code** column for numbering cash reimbursement slips, cash disbursement slips, cash correction vouchers, exchange adjustment documents, and cash reports.

Set up number sequences for cash documents numbering

You can use number sequence groups to ensure that different cash documents numbers are used for specific cash accounts.

1. Open the **Number sequence groups** form (**Bank > Setup > Parameters > Number sequences Group** tab > **Groups** button).
2. Select the **Overview** tab and press **CTRL+N** to create a new number sequence group and enter the number sequence group name and description.
3. Select the **Reference** tab and select a number sequence code for each cash documents group.
4. Open the **Cash accounts** form (**Bank > Cash Accounts > General** tab), select an account, and in the **Number sequence group** field, select the number sequence group that you created.

Document numbers from the specified number sequence group will be used for this cash account.

Set up a posting profile

The posting profiles contain settings for postings to General ledger. You can assign a posting profile to the selected cash account or to all cash accounts. You also can specify a different ledger account for the posting profile when entering a cash transaction in the journal.

1. Open the **Posting profiles** form (**Bank > Setup > Cash posting profiles**).
2. Click the **Overview** tab, and press **CTRL+N** to create a posting profile.
3. Enter a code and a description for the posting profile in the **Cash posting** and **Description** columns.
4. Click the **Ledger accounts** tab.
5. In the **Valid for** field, select whether the posting profile applies to a specific cash account or to all cash accounts:
 - **Table** – If the posting profile has a line for the cash account, this line is used for posting cash transactions.
 - **All** – Select this option if there is no individual setup line for the cash account.
6. In the **Cash** field, specify the cash account, if you selected **Table** in the **Valid for** field.

Note: If you selected **All** in the **Valid for** field, this field is not available.

7. In the **Ledger account** field, enter the number of a ledger account to use as a summary account for the cash account.

Set up cash journal names in the General ledger

1. Open the **Journal names** form (**General Ledger > Setup > Journal > Journal names**).
2. Enter values in the **Name** and **Description** columns and select a number sequence code in the **Voucher series** column.
3. Select **Cash** in the **Journal type** column to specify that this journal is used for posting cash transactions.
4. Define other default parameters for the journal, if necessary.

Set up cash accounts

You can use the **Cash accounts** form to create a list of cash accounts and specify the following properties:

- Currency code
- Balance limit
- Sequence number for numbering documents

All of these accounts have a **Petty cash** account type, so you can set up several cash books with one cash account assigned to each cash book.

1. Open the **Cash accounts** form (**Bank > Cash accounts**).
2. Press **CTRL+N** to create a new line, and click the **Overview** tab.
3. In the **Cash** field, enter a code to identify the cash account.
4. In the **Name** field, enter a description of the cash account.
5. In the **Currency** field, select a default currency code to use for cash transactions.
6. Click the **General** tab, and select the number sequence group name in the **Number sequence group** field.
7. Click the **Validation** tab, and select the **More currencies** check box to allow posting currencies other than the account currency.
8. Select the **Negative cash** check box to allow a negative cash balance in any currency.
9. Click the **Balance limit** button to open the **Balance limit** form to set up cash balance control rules for the cash account.
10. In the **Currency type** field, specify the currency type:
 - **Default currency** – Basic company currency code
 - **Indicated currency** – Currency code other than basic company currency
11. In the **Currency** field, select the currency code, if the **Currency type** field is set to **Indicated currency**.
Note: The field cannot be modified if the **Currency type** field is set to **Default currency**.
12. In the **Balance limit type** field, select one of the available values:
 - **Maximum** – Controls that the cash balance does not exceed the balance limit amount for cash account.
 - **Minimum** – Controls that the cash balance is not less than the balance limit amount for cash account.
13. In the **Check balance limit** field, select a validation method to control the balance limit for the cash account during the cash document approval process:
 - **Accept** – Exceeding the limit is allowed.
 - **Warning** – Exceeding the limit is allowed, but a warning message is displayed. The cash document can be confirmed and approved.
 - **Error** – Exceeding the limit is not allowed and an error message is displayed. The cash document cannot be confirmed or approved.

Note: For more information about approving cash documents, see [Cash transaction approval and posting](#).

14. In the **Balance limit** field, enter a limit for the cash account balance, which is the amount that is entered in the currency specified in the **Currency** field.

Daily cash operations

You can use cash accounts to record receipts, storage of cash, and expenditures of cash funds. There are typical registration forms for each cash operation. Use the cash reimbursement slip for cash receipts operations and use the cash disbursement slip for cash expenditure operations.

Use the **Country-specific form** field in the **Bank parameters** form (**Bank > Setup > Parameters**) to select the necessary report layout.

Refer to the following topics to create the primary cash documents:

- [Record cash transactions in cash journals](#)
- [Record transactions in a General journal](#)
- [Cash transaction approval and posting](#)
- [Approve cash documents using confirmation](#)
- [View cash transactions](#)
- [Fields in the Cash transaction form](#)
- [Print cash slips](#)

Record cash transactions in cash journals

1. Open the **Journal voucher** form (**Bank > Journals > Slip journal > Lines**).
2. In the **Date** field, enter date of transaction.
3. In the **Account** field, select the cash account. The cash account specified in the **Bank Parameters** form is used by default.
4. In the **Transaction text** field, enter explanatory transaction text.
5. Enter a cash document amount in the **Debit** field to register cash receipts.

—or—

Enter a cash document amount in the **Credit** field to register cash expenditures.

Note: When you enter an amount for the cash document, one of the following document types is displayed in the **Document type** field:

- **Cash reimbursement slip** – If you enter an amount in the **Debit** field.
 - **Cash disbursement slip** – If you enter an amount in the **Credit** field.
 - **Correction** – If you enter a negative amount in either field.
6. In the **Offset account type** and the **Offset account** fields, select an offset account type and an offset account number.
 7. In the **Currency** field, select a transaction currency code.
 8. The value in the **Order number** field is entered automatically for an approved document, according to the sequence number parameters in the **Number sequence groups** form (**Bank > Setup > Parameters > Number sequences Group** tab > **Groups** button), if no other number is set up for the cash account.

You can enter and order number manually, if necessary.

Note: A number of a cash document with an earlier date of operation cannot be greater than a number of a cash document with a later date of operation. This verification prevents inconsistency of cash documents numbering. To turn this verification off, select the **Posting on earlier date** check-box in the **Bank Parameters** form.

9. Select the **Salary payment** check box to indicate that the transaction is a salary payment.

This field indicates the special journal line type for cash transactions that were created in the **Bank** module manually and are not marked or marked as **For payroll**, and for cash transactions that were generated in the **Staff accounting** module and marked as **Bank**, **Petty cash**, or **Deposit**.

Only transactions with the **For payroll** type are available to modify manually. Transactions with this type are not included in cash balance calculations when verifying whether the cash balance limit is exceeded. In addition, these transaction amounts are shown in a special section of Russian Cash book reports.

Note: To use this field, you must select the **CIS Payroll (RPayroll)** configuration key.

10. Click the **General** tab and enter the information about the contract with the counteragent in the **Contracts group** and **Contract No.** fields.
11. To calculate taxes on the transaction, enter the sales tax group names in the **Sales tax group** and **Item sales tax group** fields.
12. Click the **Dimensions** tab and specify dimensions that the transaction is attached to.
13. Click the **Cash order** tab, and in the **Reason** field, enter text description that reflects the transaction subject. This text is printed on the **Cash order** report (**Print** > **Cash order** button).
14. In the **Document** and **Document date** fields, enter a description, a number, and a date for the primary document that is the reason for the transaction. For example, you might indicate that the document is an advance report, an invoice, or an order.
15. In the **End uses** table, define one or more destination codes for the transaction amount. Select the destination code in the **End uses** field, enter an explanation in the **Transaction text** field, and enter the amount in transaction currency in the **Amount** field. The **Percent** field displays the percentage ratio of the destination amount to the total transaction amount.
16. On the **Officials** tab, specify names and titles of responsible persons: **Director**, **Chief accountant**, and **Cashier**. By default, information is displayed in the **Position** fields, based on the setup in the **Officials** form (**Basic** > **Setup** > **Contacts** > **Officials** > **General** and **Ledger** tabs).
17. Click the **Payment** tab.
18. Select the **Prepayment** check box to indicate that this transaction is a prepayment.
19. In the **Posting profile** field, enter a posting profile for the cash account. The posting profile specified in the **Bank Parameters** form is used by default.
20. In the **Offset posting profile** field, enter a posting profile for the selected offset account.
21. In the **Representative type** field, select one of the following values:

- **Employee** – The **Representative** field will display a name from the list of employees (if the **Offset account** field is set to **Ledger** or **Bank**) or the list of counteragents' contact persons (if

the **Offset account** field is set to **Customer** or **Vendor**). To set up representatives, open the **Contact person** form (**Basic > Setup > Contacts > Contact person**).

- **Other** – The **Representative** field will display a name from the list of other clients. Use the **Receivers** form (**General ledger > Receivers**) to set up receivers, who are not displayed in the **Customers** or **Vendors** forms. This type is available only for Latvia, and the **CRSELatvia** configuration key must be selected.
- **Vendor** – A name from the list of vendors set up in the **Vendors** form (**Accounts payable > Vendors**) is displayed in the **Representative** field.
- **Customer** – A name from the list of customers that are set up in the **Customers** form (**Accounts receivable > Customers**) is displayed in the **Representative** field.

Note: A name is displayed in the **Employee name** field, based on the values in the **Offset account** and **Representative** fields. This information will be printed on the cash slips. Information in the **Identity card** field is displayed, based on the identity card data of the contact person (representative).

If cash receipts or expenditures are carried out from or to an employee (the **Offset account type** field is set to **Adv. Holder** and the **Offset account** field is set to **Employee number**), the **Identity card** field displays information from the **Employee** form (**Staff accounting > Employee table**).

In the **Total amount** group of fields, totals calculated for all **Cash reimbursement slips** (**Reimb** field) and **Cash disbursement slips** (**Disb** field) entered in current journal are displayed.

22. Click the **Validate** button to validate the journal entries.

Record cash transactions in the General journal

1. Open the **Journal voucher** form (**General ledger > Journals > General journal > Lines**).
2. In the **Date** field, enter date of transaction.
3. In the **Account type** field, select the **Petty cash** account type, and in the **Account** field, select the cash account number.
4. In the **Transaction text** field, enter explanatory transaction text.
5. Enter a cash document amount in the **Debit** field for registering cash receipts for a cash reimbursement slip.

—or—

Enter a cash document amount in the **Credit** field for registering cash expenditures for a cash disbursement slip.

6. In the **Offset account type** and the **Offset account** fields, select an offset account type and an offset account number.
7. In the **Currency** field, select the transaction currency code.
8. On the **Invoice** tab, specify posting profiles for the selected account and offset account.
9. On the **Payment** tab, select the **Prepayment** check box, if the registered transaction is prepayment.
10. Select **Employee**, **Vendor**, **Customer** or **Other** in the **Representative type** list box. The selected representative's information is printed in the cash report.
11. Click **Validate > Validate voucher only**, to verify the current voucher only.

—or—

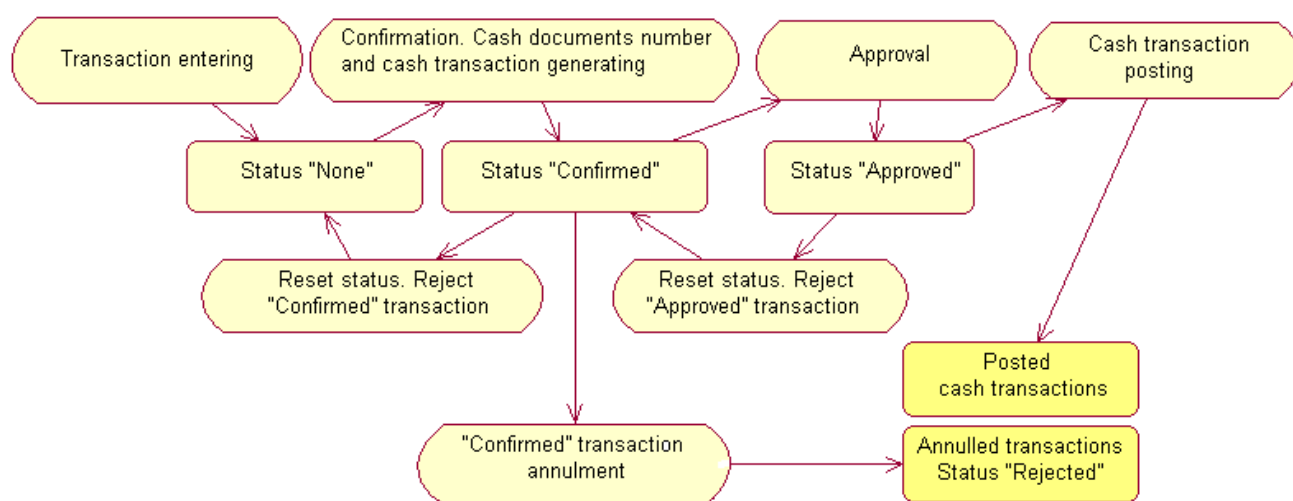
Click **Validate** > **Validate**, to verify all journal lines.

Cash transaction approval and posting

Cash transactions can have the following statuses: **None**, **Confirmed**, **Approved**, and **Rejected**. Cash document numbers are generated when you confirm and approve cash transactions. Cash transactions can be posted only after they are approved.

To activate the **Confirmed** status, select the **Use confirm status** check box in the **Bank parameters** form (**Bank** > **Parameters**). If the check box is cleared, only the **None** and **Approved** statuses are available. If the **Use confirm status** check box is selected, then all of the statuses are available. Usually, the confirmation status is used when cash documents issue and cash receipts and expenditures are shared between two people in your company, such as the accountant and cashier.

The following illustration shows changes in the transaction status The **Use confirm status** check box is selected.



You can reset a transaction status to a previous status using the **Reset status** function (**Bank** > **Journals** > **Slip journal** > **Lines** > **Documents approval** button > **Reset status**). The **Approved** status changes to **Confirmed**, and the **Confirmed** status changes to **None**.

Note: You only can modify a cash journal entry if the transaction has a **None** status.

Cash transaction annulment (or rejection) is available only for transactions with a **Confirmed** status. Annulled cash documents are printed in the **Journal of registration of cash documents** report, but are not displayed in the Cash book.

Approve cash documents using confirmation

1. Open the **Journal voucher** form (**Bank** > **Journals** > **Slip journal** > **Lines**) and enter a cash transaction.
2. Click the **Documents approval** button and select the **Confirm** option to confirm the transaction.
3. Enter a percentage amount for the VAT value and the sales tax value to be printed on the **Cash reimbursement slip**.

Note: This applies to the **Russian** format of slips only.

A document number is generated in the **Order number** field, according to the specified number sequence. The transaction status changes to **Confirmed**. You cannot modify the journal lines.

The **Confirmed** status means that the cash document is registered only. Note that the cash account balance remains unchanged.

- Click the **Documents approval** button and select the **Approve** option. The **Post** button becomes available.

The **Approved** status means that cash funds are received or expended, so the cash balance changes.

- Click **Post > Post**, to post the journal.

—or—

Click **Documents approval > Reset status** to return to the previous status.

- Click the **Inquiries** button and select the **Voucher** option to view ledger transactions.

Note: The number, the document type, and the **Approved** status are assigned to cash transactions automatically when you post transactions in the **General journal**.

View cash transactions

You can use one of the following options to view cash transactions:

Open the **Cash transaction** form (**Bank > Inquiries > Cash transactions**). This form contains all cash transactions with a **Confirmed**, **Approved**, and **Rejected** (open and posted) status for all cash accounts.

—or—

Open the **Cash accounts** form (**Bank > Cash accounts**), select a cash account to view cash transactions for, and click the **Cash transactions** button.

Fields in the Cash transaction form

Refer to the following information about the fields on the **Overview** tab of the **Cash transaction** form (**Bank > Inquiries > Cash transactions**).

Field	Description
Cash	The cash account number (cash code).
Date	The transaction date.
Voucher	The transaction voucher number in the ledger.
Approval status	The current cash document status in the journal, which can be Confirmed , Approved , or Rejected .
Document type	The cash transaction type: Cash reimbursement slip , Cash disbursement slip , Correction , or Exchange rate difference .
Order number	The cash document number.
Currency	The transaction currency code.
Amount currency	The transaction amount in specified currency.
Amount	The transaction amount in default currency.

On the **General** tab, you can view the settled amount and the exchange adjustment amount. These amounts apply to Poland only, and the **PICash** configuration key must be selected.

On the **Ledger** tab, you can view the account number and the offset account number for a transaction. If the **Posted** check-box is selected, the transaction is posted.

On the **Officials** tab, you can view a list of responsible persons, along with their names and positions, to be printed in the report.

On the **Document** tab, you can view the name, the number, and the date of the document attached to the cash transaction. Also, you can view reason text for the transaction in the **Notes** field, the tax rate, and the tax amount for cash reimbursement slips. The **End uses** table displays the destination codes for the translation.

On the **Dimension** tab, you can view the department, cost center, and purpose numbers for the translation.

The following buttons are available in the **Cash transaction** form:

- **Show** – Print the cash document. The design of the report depends on the document type (**Cash reimbursement slip** or **Cash disbursement slip**), and on the selected country-specific form.
- **Voucher** – View ledger transactions.
- **Original document**– Go to the origin for the transaction.

Print cash slips

1. Open the **Journal voucher** form (**Bank > Journals > Slip journal > Lines**), click the **Print** button, and select the **Cash order** option.

Note: The **Cash order** option is available for transactions with **Confirmed**, **Approved** and **Rejected** statuses.

—or—

Open the **Cash transaction** form (**Bank > Inquiries > Cash transactions**), select the document, and click the **Show** button.

—or—

Open the **Cash order** form (**Bank > Reports > External > Cash order**).

2. Click the **Select** button to specify the criteria for including transactions on the report.
3. Click **OK** two times.

Note: The report layout depends on the value selected in the **Country-specific form** field in the **Bank parameters** form (**Bank > Setup > Parameters**).

Periodic jobs

You can run the following periodic jobs for cash transactions:

- [Check the balance limit](#)
- [Calculate the exchange rate difference](#)
- [Recalculate the cash balance](#)
- [Create the cash report \(feature for Poland\)](#)

Check the balance limit

1. Open the **Check balance limit** form (**Bank > Periodic > Check balance limit**).

2. Click the **Select** button and specify the cash account numbers to include in the balance calculation.

Note: If you do not specify cash account numbers in **Cash** field, balances for all cash accounts are checked.

3. Click **OK** to return to the **Check balance limit** form.
4. Enter a date for balance calculation in the **On date** field and click **OK**.

Note: Only transactions with an **Approved** status are included in the balance calculation. Transactions marked as **For payroll** are not included.

A message is displayed that shows the cash balances, the **For payroll** amount, and the cash remainder for the selected accounts on the date that you specified.

Note: To use the **For payroll** transaction type, you must select the **CIS Payroll (RPayroll)** configuration key.

Calculate the exchange rate difference

You can calculate an exchange adjustment balance in the default currency on any reporting date when the transactions are entered in foreign currencies.

1. Open the **Exchange adjustment** form (**Bank > Periodic > Exchange adjustment**).
2. Click the **Select** button and specify the cash account numbers to include in the balance calculation.

Note: If you do not specify cash account numbers in **Cash** field, balances for all cash accounts are checked.

3. Click **OK** to return to the **Check balance limit** form.
4. Enter the date of exchange conversion in the **On date** field.
5. Specify transaction currencies in the **From currency** and **To Currency** fields.
6. Click **OK**.

The balance amount in the foreign currency is converted using the exchange rate on the selected date and then compared to the balance amount in the default currency. The exchange adjustment is equal to the difference between these amounts. A message is displayed that shows the exchange adjustment.

As a result of this periodic job, the cash transaction is generated with the **Exchange adjustment** type and the **Approved** status. The ledger transaction is created using the ledger account for cash and the ledger account specified in the **Unrealized profit** or **Unrealized loss** field in the **Exchange rates** form (**General ledger > Setup > Exchange rates**).

Recalculate the cash balance

You can periodically recalculate cash balances to ensure that the ledger balances for cash accounts are equal to the cash balance.

1. Open the **Balance recalculation** form (**Bank > Periodic > Cash balance recalculation**).
2. Enter dates in the **Start date** and the **To date** fields and click **OK**.

Create the cash report (feature for Poland)

You can create cash reports according to Polish standards.

1. Open the **Create cash report** form (**Bank > Periodic > Create cash report**).
2. In the **To date** field, enter the latest date for translations to include in the report.

3. Click the **Select** button to specify criteria for the cash account number and currency codes to include on the report.
4. Click **OK** to return to the **Create cash report** form.
5. Select a user who is responsible for creating the report in the **Create by** field.
6. Click **OK**.

Note: The report number is generated according to number sequence setup.

7. Click the **Cash reports** button in the **Cash accounts** form (**Bank > Cash accounts**) to view created reports. Also see [Print cash reports \(feature for Poland\)](#).

Reports

The layout of the reports and the inquire form view depend on the value selected in the **Country-specific form** field in the **Bank parameters** form (**Bank > Setup > Parameters**). The descriptions of the fields and forms in the following procedures are for the basic format (**Basic format** must be selected in the **Country-specific form** field).

Refer to the following information about the reports available for cash transactions:

- [Print the Journal of registration](#)
- [Print the Cash Book](#)
- [Print the cash counting statement](#)
- [Additional reports](#)
- [Print cash reports \(feature for Poland\)](#)

Print the Journal of registration

All issued cash reimbursement and cash disbursement slips should be reflected in the Journal of registration of cash documents.

1. Open the **Journal of registration of cash vouchers** form (**Bank > Reports > External > Journal of registration of documents**).
2. In the **Cash** field, select the cash account number.
3. In the **Start date** and the **To date** fields, enter a period for the report.
4. Select the **Would you like to print corrections?** check box to include cash transactions with a **Correction** document type in the report.
5. Select the **Day data on separate page** check box to insert a page break between each day of specified period.
6. Select the **Print title-page** check box to print the title page.
7. In the **Title** field, enter the responsible person's position, and in the **Name** field, enter the name of the responsible person.
8. Click **OK**.

The report displays cash transactions with **Confirmed**, **Approved** and **Rejected** statuses.

Print the Cash book

The **Cash book** report shows actual cash funds movement for receipts and expenditures.

1. Open the **Cash book** form (**Bank > Reports > External > Cash book**).

2. In the **Cash** field, select the cash account number.
3. In the **Start date** and the **To date** fields, enter a period for the report.
4. Select the **Would you like to print corrections?** check box to include cash transactions with a **Correction** document type in the report.
5. Select the **Print cashier report** check box to print the cashier report, which is a copy of the cash book report.
6. Select the **Print title-page** and the **Print last page** check boxes to print the title page and the last page.
7. In the **First page for cash book** field, enter the number of the first sheet for the specified period to include on the report.
8. Click **OK**.

The report displays cash transactions with an **Approved** status.

Print the cash counting statement

1. Open form **Bank > Reports > External > Count statement**.
2. In the **Cash** field, select the cash account number.
3. In the **Document number** field, enter the report number.
4. In the **Counting date** field, enter the reporting date.
5. Click **OK**.

Note: In the **Amount counted** field, the balance for the specified cash account on the system date is displayed.

The data will be exported to the Microsoft Excel file. The report template is designed according to the Russian standard form No. INV-15.

Additional reports

In addition to the reports discussed in the previous procedures, the following reports are available:

- **Cash statement** – Shows opening and closing balances for the selected cash account for the specified period.
- **Cash order** – Shows cash reimbursement slips and cash disbursement slips, based on the selection criteria.
- **Cash transactions** – Shows the list of cash transactions for selected cash account for the specified period.
- **Reconciliation cash/ledger (General ledger > Reports > Reconciliation > Cash)** – Shows the difference between amounts of posted and not posted cash transactions. You can view a summary difference or a difference for each transaction in the specified period.

Print cash reports (feature for Poland)

1. Open the **Cash reports** form (**Bank > Cash accounts > Cash reports** button > **Created cash reports**).

Note: This form shows all created cash reports. Cash reports must be created in chronological order.

If a report was created mistakenly, you can press **Alt+F9** to delete it. You can delete the latest report only, and only if its status is not **Approved**.

2. Click the **Report transactions** tab, which shows cash documents that were included in the current cash report.

3. Click the **Update** button to include new transactions in the report.

Note: You can update the latest report only, and only if its status is not **Approved**.

4. Click the **Documents approval** button and select the **Approve** option to approve the report.
5. In the **Employee name** field, enter the name of the employee who approves the cash report. The name is displayed in the **Approved by** field, and the **Approved** field is selected.

Note: Click the **Documents approval** button and select the **Reset status** option to reset the **Approved** report status.

6. Click the **Print** button and select the **Cash report** option to print the current cash report.
7. Click the **Cash reports** button and select the **Transaction without report** option to open the **Cash accounts** form to view cash transactions that are not included in the cash report.

Configuration keys

To activate the cash management functionality, the **RCash** configuration key must be selected.

To activate the Polish cash report functionality, the configuration key **PlCash** must be selected, in addition to the **RCash** key.

To activate the country/region-specific cash document format, the corresponding country/region configuration key must be selected. For example, to print cash documents in Latvian format, the **CRSELatvia** configuration key must be selected, in addition to the **RCash** configuration key.

Ledger transactions preview

You can preview ledger transactions before posting the ledger journal. This feature originally was designed as an extension of the Russian Ledger transactions preview feature to meet Latvian requirements. This feature has no country/region-specific limitations.

In all journals based on the ledger journal, such as the customer payment journal, the **Transaction preview** option is added to the **Post** button.

The preview form displays ledger transactions in the lower-right section, in relation to the journal lines in the upper-right section. Vouchers displayed on the left are used in the journal.

To print a copy of these transactions, click **Print** button.

Note: Two extra printouts are available for Latvian version.

You can select to include only journal lines, only transactions, or both journal lines and transactions in the report.

To use this feature, the **Transactions preview (LedgerTransPreview_W)** configuration key must be selected.

Officials list

You can set up and save a list of officials that includes positions, names, and titles. This information can be printed in internal and external reports.

The list of officials is set up in the **Officials** form, where you specify positions settings. The information that you set up differs from report to report. The officials are grouped in the form according to the documents that they should certify.

The form contains list of available positions that are presented in the reports.

Names and titles of the head of the company and the chief accountant are common for all reports, so you do not need to set up them for each report.

For more information, refer to the following topics:

- [Set up default officials list](#)
- [Modify information for officials](#)

Set up default officials list

1. Open the **Officials** form (**Basic > Setup > Contacts > Officials**).
2. On the **General** tab, enter names and titles for the director and the chief accountant of the company. These names will be printed on all outgoing invoices, factures, acts, and pay sheets that need their approval.
3. Select a value in the **Position** field. The value of this field defines which fields in reports that information about an official is printed.

To specify that the official is the head of the company, select **Director**. To specify that the official is the chief accountant, select **Chief Accountant**.

Note: You only can enter information for one **Director** and on **Chief Accountant** position.

4. In the **Name** field, select the name for the official from the list of employees that are set up in the **Employee** form (**Basic > Employee**).
5. In the **Title** field, select the official's title. The official's title from the **Employee** form is used by default. You can select another title from the list of titles that are set up in the **Titles** form (**Basic > Setup > Contacts > Titles of person**).
6. Click the **Ledger** tab, and set up officials for the cash slips, the advance reports, pages of the cash book, and the count statement.
7. Click the **Sales orders** tab.
8. In the **Account code** field, select **All** if the contact person is for all counteragents, or select **Record** for a specific customer or vendor.
9. In the **Account relation** field, select the customer account.

Note: This field is empty and cannot be changed if you select **All** in the **Account code** field.

10. In the **Position** field, select a field in the report where the information about the official will be printed. For example, for a sales invoice, you can select **Acceptor** or **Taker** to include the customer official's data in the respective field of the invoice.
11. Select the **Our** check box to indicate that the selected position belongs to your company. For example, if you set up officials for sales invoices and select **Acceptor** in the **Position** field, the **Our** check box is not selected. It means that the person responsible for acceptance of goods is a customer's representative.
12. Click the **Purchase orders** tab and enter the information about officials.

13. On the **Inventory** tab, set up a list of officials from your company to be printed on the Inventory journal reports.

Note: You can set up more than one position for **Member** and **Person in charge** types for each report.

14. On the **Inventory item management** tab, set up a list of officials from your company and from counteragents for inventory reports.

Note: You can use **Association with warehouse** and **Warehouse** fields to set up specific officials for particular warehouses.

Modify information for officials

You can modify the default officials' names before posting documents. Each form that appears before posting contains the **Officials** tab. For example, the **Officials** tab is available in the **Posting invoice for payment** form, the **Posting invoice** form (**Accounts receivable** > **Sales order** > **Posting** button > **Invoice**), and the **Cash journal lines** form.

The **Officials** tab displays a list of positions relevant for the report. By default, the **Employee name** and the **Title** fields display an official name and title, based on the setup in the **Officials** form (**Basic** > **Setup** > **Contacts** > **Officials**). If the officials are not set up in the **Officials** form, these fields are blank.

You can modify the **Employee name** and the **Title** fields for any line. You can select the names or enter the information manually. For the external positions, the list from the **Contact persons** form (**Basic** > **Setup** > **Contacts** > **Contact person**) for a specific customer or vendor is available. For internal positions, the list from the **Employee** form (**Basic** > **Employee**) is available.

You cannot insert or delete lines on this tab. After a document is posted, the list of positions cannot be changed and the employee name and title that you selected is used on additional documents.

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