### **Business Central Training III**

General Ledger and Payment Basics

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#### **Chart of Account**

EDIT - MY SETTINGS		2
Role Center	Accounting Manager	
Company	CRONUS International Ltd.	
Work Date	26.02.2020	Ħ
REGION & LANGUAGE		
Region	Czech (Czech Republic)	
Language	English (United Kingdom)	
Time Zone	(UTC+01:00) Amsterdam, Berlin, Bern,	
Notifications	Change when I receive notifications.	
Your last sign in was on 11.03.20 14	:57.	
	OK Cano	:el

#### Chosen user role

#### See next slide

Dynami	Dynamics 365 Business Central												
	CRONUS Intern	ational L	td. Journals ~	Fixed Assets $\smallsetminus$	Cash Flow	Cost Accour	nting ~ Posted	Documents					
	Chart of Accounts	Vendors	Purchase Invoices	Purchase Orders	Budgets	Bank Accounts	VAT Statements	Items					

### Double-entry booking (Selling process -> Sales Order->Sales Invoice)



#### Chart of account (in our model Money transfer-interim= Money on the way )

2900	Liquid Assets		_	-
2910	Cash	1	99,01	99,01
2920	Bank, LCY		2 659,04	2 659,04
2925	Homeless Bank		8 005,00	8 005,00
2930	Bank Currencies		3 958,03	3 958,03
2940	Giro Account	_	249 241,29	249 241,29
2950	Money transfer-interim		900,00	900,00
2990	Liquid Assets, Total		264 862,37	264 862,37
2995	Current Assets, Total		2 508 419,86	2 508 419,86
2999	TOTAL ASSETS		3 636 109,38	3 636 109,38
2000				

+amount ->Debit Side and -amount ->Credit Side <- SYNTAX
Only the basic structure of the chart of accounts is shown here !!!</pre>

#### Chart of account (accounts might be nested)

Only the basic structure of the chart of accounts is shown here !!!

ACCOUNT TYPE TOTALING	Dynamics 365 Business Central		Q @
End-Total 24002440	General Ledger Entries		
Begin-Total	O Search III Edit Lict Drocorc Entry Show Attached	Open in Even Actions Navigate Fower entions	$\nabla = 0$
Posting	- Search by Edit List Process Entry Show Attached	G/L	
End-Total 28002890	Filters X POSTING DATE T	OCUME DOCUMENT ACCOUNT YPE NO. NO. ▼ G/L ACCOUNT NAME	DESCRIPTION
Begin-Total	Filter list by: 09.02.2020	ayment G04010 2920 Bank, LCY	London Postmaster
	× G/L Account No. 31.12.2019	BANK2 2920 Bank, LCY	Opening Entries, Bank Accou
Posting	2920 > 31.12.2019	BANK2 2920 Bank, LCY	Opening Entries, Bank Accou
Posting	+ Filter 31.12.2019	00-12B 2920 Bank, LCY	Balance Sheet Changes 2019
Posting	C31.12.2018	STARI 2920 Bank, LCY	Opening Entry
Posting			
Posting	BAL BAL	EXTERNAL	
Deetline.	POSTING ACCOUNT ACCOUNT	T DIMENSION DOCUME	
Posting	DATE AMOUNT TYPE NO.	ENTRY NO. SET ID NO.	
End-Total 29002990	09.02.2020 : -187,50 Vendor 10000	2985 50	
End-Total 20002995	31.12.2019 -2 846,54 Bank Accou NBL	2447 0	
End-Total 10022999	31.12.2019 2 846,54 G/L Account 2920	2446 0	
	31.12.2019 303,22 G/L Account	2371 0	
	C31.12.2018 2 543,32 G/L Account	18 0	

#### Bank Account (Bank Account Reconcilliation will be mentioned lateranyhow it depends on the time reserve at the end of the AOPR course - if there is any left) Only the basic structure of the bank account is presented

CRONUS International L	td. Journals ~	Fixed Assets $\lor$	Cash Flow $\smallsetminus$	Cost Accoun	ting – Posted [	Oocument	s∨ Admin	istration $\lor$
Chart of Accounts Vendors	Purchase Invoices	Purchase Orders	Budgets	Bank Accounts	VAT Statements	Items	Customers	More $\vee$

Bank Accounts:	All	~	🔎 Search	+ New	📋 Delete	Report $\vee$	Bank Account $\smallsetminus$	Navigate $\vee$		
NO.		NAME			PHON	E NO.	CONTACT			
<u>B010</u>	÷	Homele	ss bank							
GIRO		Giro Ba	nk				Paula Nartker			
NBL		New Ba	nk of London		Holly Dickson					
WWB-EUR		World Wide Bank					Grant Culbertson			
WWB-OPERATI		World V	Vide Bank			Grant Culbertson				
WWB-TRANSFE		World V	Vide Bank			Grant Culbertson				
WWB-USD		World V	Vide Bank				Grant Culbertson			

#### Bank Account Card

BANK ACCOUNT CARD   WORK DATE: 26.02.2020		+ 🗊	√ SAVED
NBL · New Bank of	London		
Report Bank Account Navigate Show A	ttached Actions Navigat	te Report Fewer options	
General			Show more
No. NBL	×	Bank Account No.	78-66-345
Name New Bank of	London	Balance	2 659,04
Bank Branch No. NB54366		Blocked	
Address 4 Baker Stree	t	Phone No.	
Address 2		Contact	Holly Dickson
Post Code W1 3AL		Fax No.	
City · · · · · · London		Email · · · · · · · · · · · · · · · · · · ·	
Country/Region Code	~	Home Page	
Posting			
Currency Code	~	Last Payment Statement No.	
Last Check No.		Balance Last Statement	2 846,54
Transit No.		Bank Acc. Posting Group	LCY ~
Last Statement No. 5			

#### Bank Account Card

Posting					
Posting					
Currency Code	~	Last Payment Statement No.			
Last Check No.		Balance Last Statement			2 846,54
Transit No.		Bank Acc. Posting Group	LCY		$\sim$
Last Statement No. 5		L			
CY=Local Currency	The relationship between the r Posting Group (LCY) and the G	name Bank Accounting /L Account Number (2920)			
	SELECT - BANK ACCOUNT POSTING O	PROUPS + New			
	CODE			G/L ACCOUNT NO.	
	CURRENCIES			2930	
	HM 001			2925	
	LCY		÷	2920	
	LCY2			2940	
	OPERATING			5310	

#### Payment application – basic principle 1st part

Customer Card				Custom	er Ledger En	try – re	sult of p	osting Sale	es Order					
Customer Caru														
	Posting Date	Document Type	Document No.	Customer No.	Description		Currency Code	Original Amount	Amount	Amount (LCY)	Remaining Amount	Remaining Amt (LCY	) Due Date	Open
	1/17/2022 :	Invoice	103031	30000	Invoice 1003			861.13	861.13	861.13	861.13	861.1	3 1/31/202	2 🛛
Sales Order Header				· · · · · ·										
Sales Order Line (s)				_										
F 9	General Led	ger Entries	,∕⊃ Sea	rch 🐺 Edit	List Process	Entry	Ven 🚺	in Excel	More option	S				
Item Card Posting	Posting ⊑ ↓ ▼	Date	Document Type	Document No.	G/L Account No.	Descript	ion		Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amo	Bal. A ount Type	ccount
	$\rightarrow$ <u>1/17/20</u>	22 :	Invoice	103031	6110	Invoice	1003		Sale	DOMESTIC	RETAIL	-688	.90 G/L A	Account
Sales Invoice Header	1/17/202	22	Invoice	103031	5610	Invoice	1003					-172	.23 G/L A	Account
	1/17/202	22	Invoice	103031	2310	Invoice	1003					861	.13 G/L A	Account
Sales Invoice line (s)	Sales	orde	r postin	g resu	lts - ope	n cus	tome	r ledge	r entri	es				

Debit side >861.13 Sign is +

#### Payment application – basic principle 2nd part

Application by use of Value in the Document Numer in the field Applies-to Doc.No. – in our case 103031

Posting Date Type	nent Document No.	Customer No. D	Description	Currency Code	Original Amount	Amount	Amount (LCY)	Remaining Amount	Remaining Amt. (LCY)	Due Date	Open
<u>1/17/2022</u> : Invoid	ce 103031	30000 In	nvoice 1003		861.13	861.13	861.13	861.13	861.13	1/31/2022	
General Ledger E	ntries / P Se	earch 🐺 Edit I	List Process G/L Account	Entry 🚺 Open	n in Excel	More optior Gen. Posting	IS Gen. Bus.	Gen. Prod.		Bal. Acco	ount
General Ledger En Posting Date ↓ ▼	ntries $\label{eq:relation} \mathcal{P}$ Se Document Type	earch 😨 Edit I Document No.	List Process G/L Account No.	Entry I Open	n in Excel	More option Gen. Posting Type	IS Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amou	Bal. Acco	ount
General Ledger En Posting Date ↓ ▼ → <u>1/17/2022</u>	ntries Document Type Invoice	Document No.	List Process G/L Account No. 6110	Entry Description	n in Excel	More option Gen. Posting Type Sale	Gen. Bus. Posting Group DOMESTIC	Gen. Prod. Posting Group RETAIL	Amoui -688.9	Bal. Acco nt Type 0 G/L Acc	ount count
General Ledger En Posting Date $\downarrow$ $\blacksquare$ $\rightarrow$ <u>1/17/2022</u> 1/17/2022	ntries Document Type Invoice Invoice	Eearch	List Process G/L Account No. 6110 5610	Entry Description Invoice 1003 Invoice 1003	n in Excel	More option Gen. Posting Type Sale	Gen. Bus. Posting Group DOMESTIC	Gen. Prod. Posting Group RETAIL	-688.9 -172.2	Bal. Acco Type 0 G/L Acco 3 G/L Acco	ount count count

Gene	ral Jourr	nal			-					E.		EU 3-					
Posting Date	Document Type	Document No.	Account Type	Account No.	Account N	Name		Description	Currency C	code c	pplies-to loc. No.	Party Trade	Bal. Account Type	Bal. Acc No.	count	Ame	ount
7/20/202 🛅	Payment	G00002	Customer	30000	John Had	dock Insu	rance Co.	Francematic		1	03031		Bank Accour	nt NBL		-861	1.13
"Jum Cust	p" to chose omer Ledg	en open er Entry	Posting Date 1/17/2022	Document Type	Document No.	No. 30000	Description Invoice 1003		Currency Code	Original Amou 861.1	1t Amount 3 861.13	Amour	Rem it (LCY) A 361.13 8	aining R mount 61.13	emaining Amt. (LCY) 861.13	Due Date 1/31/2022	Open

#### Payment application – basic principle 2nd part

Posting Date 7/20/202 🛅

							Custom	er Ledger Ent	try							
				Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code	Original Amount	Amount	Amount (LCY)	Remaining Amount	Remaining Amt. (LCY)	Due Date	Open
				1/17/2022	Invoice	103031	30000	Invoice 1003		861.13	861.13	861.13	861.13	861.13	1/31/2022	
								_								
				General Lee	d <b>ger Entries</b> Date	Document	arch 😨 Edit	List Process G/L Account	Entry Doen	in Excel	More options	Gen. Bus.	Gen. Prod.		Bal. Acc	ount
				$\downarrow$ 1/17/2	122 :	Invoice	103031	6110	Invoice 1003		Type Sale		RETAIL	-688 9		ount
				1/17/2	022	Invoice	103031	5610	Invoice 1003		Sale	DOMESTIC		-172.2	3 G/L Acc	count
				1/17/2	022	Invoice	103031	2310	Invoice 1003					861.1	G/L Acc	ount
								Î								
Gen	era	al Journ	al									EU 3-				
ng Date		Document Type	Document No.	Account Type	Account N	No. Acco	unt Name	D	escription Curre	ncy Code	Applies-to Doc. No.	Party Trade	Bal. Account Type	Bal. Account No.		Amount
202 🛅	÷	Payment	G00002	Customer	30000	John	Haddock In:	surance Co. Fr	rancematic		103031		Bank Account N	NBL	-	861.13
		1	1													

**F**9

# Payment application – basic principle 3rd part – (invoice applied by payment after posting G/L

Cus	tomer Ledger	Entri	es 🖉 🔎	Search 🐺 Edit	List Proce	ess Line Ei	ntry Navigate	VIII Open i	n Excel Mo	re options					
						Custo	omer Led	lger E	ntries a	ter pos	ting the	G / L Jo	urnal		
	Posting Date		Document Type	Document No.	Customer No.	Description		Currency Code	Original Amount	Amount	Amount (LCY)	Remaining Amount	Remaining Amt. (LCY)	Due Date	Open i
$\rightarrow$	7/20/2022	÷	Payment	G00002	30000	Francematic			-861.13	-861.13	-861.13	0.00	0.00	7/20/2022	
	1/17/2022		Invoice	103031	30000	Invoice 1003			861.13	861.13	861.13	0.00	0.00	1/31/2022	0 1

Customer Ledger Entry

**Closed=Applied** 

eneral Ledger Er	ntrie	s 🛛 🔎 Se	earch 📑 Edit L	ist Pro	ocess	Entry	Open in Excel	More optior	IS						_	
						G/L Ent	ries after p	osting the	G/L	Journal					-	
Posting Date ↓ ▼		Document Type	Document No.	G/L Acco No.	ount	Description	1	Gen. Posting Type	Gen. Bus. Posting G	Gen. Pr Group Posting	od. Group	Amount	Bal. Account Type	Bal. Account No.		
→ <u>7/20/2022</u>	÷	Payment	G00002	2920	•	Francemat	tic					861.13	Customer	30000	_	
7/20/2022		Payment	G00002	2310		Francemat	tic					-861.13	Bank Accour	nt NBL		
															-	
2900	L	iquid Assets						Balance Sh Casi	ı							<b>A</b>
2910		Cash				199.	.01 199.01	Balance Sh Casl	n	23	810	611	0 56	510	2920	
2920		Bank, LCY				4,060.	4,060.22	Balance Sh Casl	۱	2.		OII		<u> </u>		
2930		Bank Currencies				3,958	3,958.03	Balance Sh Casl	ı	861.13	861 12		200 00	172 23	961 12	
2940		Giro Account				249,241	.29 249,241.29	Balance Sh Casl	n	001,10	001,15		00,90	1,2,23	801,13	
2990	L	iquid Assets, To	tal			257,458	.55 257,458.55	Balance Sh Casl	ч <mark>9</mark>			I			I	
										INV	DICE		F		NT	

#### **General Ledger Journal**

Or you can get access to General Journal by use of searching window

Dynamics 365 Business Co	entral					۵
CRONUS Int	ernational Ltd.	<b>Journals</b> $\checkmark$ Fixed	Assets∨ Cash Flov	w∨ Cost Accounting	g ~ Posted Docun	nents $\vee$ Administration $\vee$
Purchase Journ	als Sales Journals	Cash Receipt Journals	Payment Journals	IC General Journals	General Journals	Intrastat Journals

NAME		DESCRIPTION	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.	NO. SERIES	POSTING NO. SERIES	REASON CODE	COPY VAT SET TO	ALL VAT DIFF	SUG BAL AMO
CASH	÷	Cash receipts and payments	G/L Account	2910	GJNL-GEN					
DEFAULT		Default Journal Batch	G/L Account		GJNL-GEN			$\checkmark$		
HM		TEST MG	Bank Account	B010	GJNL-GEN			$\checkmark$		

Choose Default and EDIT

## General Ledger Journal –Payables (Payment to Vendors)

Application by use of Apply entry icon and Applies –to ID (it is internal ID code generated automatically-see next slide)

Batch Name		DEFAULT									
Manage Process Pag	e Post/Print	Line Accou	nt   A	Action	s Navigate Fewer options						
POSTING DOCUM DATE TYPE	E DOCUME NO.	ACCOUNT	ACCOUNT	-	ACCOUNT NAME	DESCRIPTION	CURRENCY CODE	EU 3- PA TR	GEN. POSTING TYPE	GEN. BUS. POSTING GROUP	gen. Prod. Posting group
24.01.20 🛗 : Paymer	G00002	Vendor	10000		London Postmaster	London Postmaster					



		BAL BA	AL.	BAL GEN	BAL. GEN. BUS	BAL. GEN. PROD	Batch Name		D	EFAULT			
AMOUNT	AMOUNT (LCY)	ACCOUNT ACC TYPE NO.	COUNT ).	POSTING TYPE	POSTING GROUP	POSTING GROUP	Manage Proce	ess Page	Post/Print Line	Account	Actions	Navigate F	ewer options
0,00	0,00	Bank Accoun <sup>®</sup> B01	10					Dooluur	Application V	request Approv	GEN GEN	I. BUS. GI	EN. PROD.
							DATE	TYPE	Apply Entries	NO.	GRC GRC	DUP GI	ROUP

#### **General Ledger Journal - Payables**

Process Line	Entry	Actions Nav	rigate Fewer	options					
Section → Application →	Bhow P	osted Documer	nt 🕛 Show D	ocument Attac	hment				井
🔚 Set Applies-to	ID								
🝓 Post Applicatio	n			CL	Irrency Code				
💐 Preview Posting	9			Ar	nount				0,00
🔛 Show Only Sele	ected Entries to	Be Applied		Re	emaining Amoun	t			0,00
APPLIES- TO ID	POSTING DATE	DOCUME TYPE	DOCUMENT NO.	EXTERNAL DOCUME NO.	VENDOR NO.	DESCRIPTION		CURRENCY CODE	
G00002	15.11.2019	Invoice	108052	IN160548	10000	Invoice 1008			
	31.12.2019	Invoice	5578	5578	10000	Opening Entries,	Vendors		
	31.12.2019	Invoice	5672	5672	10000	Opening Entries,	Vendors		
	01.01.2020	Invoice	108026	23047	10000	Order 106002			
	04.01.2020	Invoice	108027	23587	10000	Order 106003			
	15.01.2020	Invoice	108031	24521	10000	Order 106006			

#### **General Ledger Journal - Payables**

Manage	Proce	ess Pag	e Pos	st/Print	Line	Accour	nt	Action	s Navigate	Fewer options						
POSTING DATE		DOCUM TYPE	E D	OCUME 0.	ACCOU TYPE	JNT	ACCOUNT NO.	г	GEN. BUS. POSTING GROUP	GEN. PROD. POSTING GROUP	AMOUNT	AMOUNT (LCY)	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.	B. Pi	AL. GEN. OSTING YPE
24.01.2020	1	Payment	t G(	00002	Vendo	r	10000				2 812,50	2 812,50	Bank Accoun	B010		
				1												

#### **General Ledger Journal -Payables**

÷	GENERAL JO	DURNALS	WORK D	ATE: 26.02.202	20					
	Batch Name				DEF	AULT				
	Manage	Process	Page	Post/Print	Line	Account	Actions	Navigate	Fewer options	
	道 Post	🖶 Post :	and Print	试 Previe	w Posting	)				

?	Do you want to post the journal lines?	
		Yes No

#### See next slide

## After posting – G/L Entries and Vendor Ledger Entries

TELL ME WHAT YOU WANT TO DO		2	$\times$
G/L Register			×
Go to Reports and Analysis			
G/L Register Report	ts and	d Analysis	
G/L Registers     Archiv	e		

#### **General Ledger Entries**

$\leftarrow$	G/L REGISTERS   W	ORK DATE: 26.	02.2020						2
	🔎 Search Pro	cess Report	t Show Atta	ached 🛛 🚺 Ope	en in Excel	Actions	Navigate	7 ≣	
	NO.	CREATION DATE	CREATION TIME	USER ID	SOURCE CODE	JOURNAL BATCH NAME	FROM ENTRY NO.	TO ENTRY NO.	FI EN
	200 :	12.03.2020	14:28:15	NAVERTICA\J	GENJNL	DEFAULT	3041	3042	^
	199	15.11.2019	15:56:41	NAVERTICA\	INVTPCOST		3037	3040	
	198	15.11.2019	15:54:00	NAVERTICA\	PURCHASES		3034	3036	
	197	11 10 2019	11:09:51	NAVERTICA\I	IOBGI WIP		3032	3033	

$\leftarrow$	G/L REGISTERS   W	ORK DATE: 26	02.2020						2
		cess Repor	t Show At	tached 🛛 🚺 Ope	en in Excel	Actions	Navigate		\ ≡
	🐺 General Ledge	er 📴 Ve	ndor Ledger	्धी Reverse R	egister	🚡 Fixed As	set Ledger	🖷 VAT Er	ntries
	🖳 Customer Led	lger 🛛 🔋 Em	ployee Ledge	er 🛛 🖷 Bank Acco	ount Ledger	🙀 Maintena	ance Ledger		
	200 :	12.03.2020	14:28:15	NAVERTICA\J	GENJNL	DEFAULT		3041	3042
	199	15.11.2019	15:56:41	NAVERTICA\	INVTPCOST			3037	3040

#### G/L Entries and Vendor Ledger Entries

POSTING DATE		DOCUME TYPE	DOCUMENT NO.	G/L ACCOUNT NO.	G/L ACCOUNT NAME	DESCRIPTION	AMOUNT	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.	EN
24.01.2020	÷	Payment	G00002	5410	Vendors, Domestic	London Postmaster	2 812,50	Bank Account	B010	
24.01.2020		Payment	G00002	2925	Homeless Bank	London Postmaster	-2 812,50	Vendor	10000	

POSTING DATE		DOCUME TYPE	DOCUMENT NO.	DOCUME NO.	VENDOR NO.	DESCRIPTION	CURRENCY CODE	ORIGINAL AMOUNT	AMOUNT
24.01.2020	÷	Payment	G00002		10000	London Postmaster		2 812,50	2 812,50
15.11.2019		Invoice	108052	IN160548	10000	Invoice 1008		-2 812,50	-2 812,50

### G/L Journal – Receivables (use of Applies to document number field)

Tell	me what you want to do	2 ×							
ge	neral								
Or	i current page (Accountant)	Show all (12)							
**	General Ledger Setup Define your general accounting policies, such as the allowed posting period an	d how p							
ū	G/L Trial Balance View, print, or send a report that shows the balances for the general ledger acc	ounts, in	ſ	Genera	l Journal	Batches   $P \lor + Ne$	w 💀 Edit L	ist ···	
ū	VAT Exceptions View the VAT entries that were posted and placed in a general ledger register in	n connec							
Go	to Pages and Tasks	Show all (16)		Name	Ť	Description	Bal. Account Type	Bal. Account No.	No. Series
>	General Journals Tasks			→ <u>CASH</u> DEFA	<u>I</u> ULT	Cash receipts and payments Default Journal Batch	G/L Account G/L Account	2910	GJNL-GEN GJNL-GEN

#### G/L Journal – Receivables (use of Applies to document number

field) In essence, it is a repetition of an action already performed - acceptance of payment from the customer

Manage Proc	cess Page	Post/Print L	ine Accour	nt 🛛 🚺 Open in	Excel More options								7 (
Posting Date	Document Type	Document No.	Account Type	Account No.	Account Name	Description	Currency Code	EU 3- Party Trade	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Amount (LCY)
7/20/2022	Payment	G00001	Customer	10000	The Cannon Group PLC	The Cannon Group PLC						0.00	0.00

	Manage	Proces	s Page	Post/Print	Line	Account	🚺 Open in Exce	I More options		
-	Posting Date		Amo	ount Amo	ount (LCY)	Bal. Account Type	Bal. Account No.	Bal. Gen. Posting Type	Applies-to Doc. No.	Bal. Gen. Bus. Posting Group
	7/20/2022	÷	0	.00	0.00	Bank Account	NBL $\sim$			
									1	

### G/L Journal – Receivables (use of Applies to document number field)

#### Relations (Customer number 10000-> Customer Posting group (Domestic) -> G/L Account 2310)

Batch Name				DEFAULT	Γ									
Manage F	Proces	s Page	Post/Print L	ine Accour	nt 🛛 💶 Open i	n Excel More options								70
Posting Date		Document Type	Document No.	Account Type	Account No.	Account Name	Description	Currency Code	EU 3- Party Trade	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Amount (LCY)
7/20/2022	÷	Payment	G00001	Customer	10000	The Cannon Group PLC	The Cannon Group PLC						0.00	0.00

#### Invoicing tab of Customer card

Invoicing				Se	elect - Custon	ner Posting Groups	ρ, .	+ New ··· ⊭
Bill-to Customer		$\sim$						
VAT Registration No.	789456278							
GLN ·····	8712345000004		1	Sh	ow All Accounts	••••••		
Use GLN in Electronic Documents								
Copy Sell-to Addr. to Qte From	Company	~					View	
Posting Details							AII Acc	
Gen. Bus. Posting Group	DOMESTIC	$\sim$			Code 1	Description	on Loo	Receivables Account
VAT Bus. Posting Group	DOMESTIC	$\sim$		->	DOMESTIC :	Domestic customers		2310
Customer Posting Group	DOMESTIC	$\sim$	<b>├</b>	· · · · ·	EU	Customers in EU		2320
					FOREIGN	Foreign customers (not EU)		2320

#### G/L Journal – Receivables (use of Applies to document number field)

	Manage	Process	Page	Post/P	rint Line	Account	Open in I	Excel	More op	tions					
	Posting Date		Amo	ount	Amount (LCY)	Bal. Account Type	Bal. Account No.	Bal. Ge	n. Posting Ty	/pe	App Doc.	lies-to No.	Bal. G Postir	ien. Bus. ng Group	
	7/20/2022	1	0	0.00	0.00	Bank Account	NBL	$\sim$							
											· · · · ·		1		
	General Posting Date · · · · · Document Type · · · · Document No. · · · ·			<ul> <li>7/20/2022</li> <li>Payment</li> <li>G00001</li> </ul>				Currency Code	nt		••••				0.00
nen Customer	Posting Date	Document Type	Document No.	Customer No. 1 <b>T</b>	Description	Currency Code	Remaining Amount	AppIn. Remaining Amount	Amount to Apply	Appln. Amount to Apply	Due Date †	Pmt. Discount Date	Pmt. Disc. Tolerance Date	Remaining Pmt. Disc. Possible	Appln. Pmt. Disc. Possible
odgor Entrios	→ 1/16/2022	Credit Memo	0 104001	10000	Credit Memo 104001		-292.84	-292.84	0.00	0.00	1/16/2022			0.00	0.00
uger chunes	12/31/2021	Invoice	00-11	10000	Opening Entries, Custo	mers	63,473.13	63,473.13	0.00	0.00	1/31/2022	1/8/2022	1/8/2022	1,269.46	1,269.46
	12/31/2021	Invoice	00-16	10000	Opening Entries, Custo	mers	33,852.35	33,852.35	0.00	0.00	1/31/2022	1/8/2022	1/8/2022	677.05	677.05
	12/31/2021	Invoice	00-9	10000	Opening Entries, Custo	mers	50,778.50	50,778.50	0.00	0.00	1/31/2022	1/8/2022	1/8/2022	1,015.57	1,015.57
	1/9/2022	Invoice	103015	10000	Order 101001		8,269.04	8,269.04	0.00	0.00	2/6/2022	1/14/2022	1/14/2022	165.38	165.38
	1/19/2022	Invoice	103028	10000	Order 6005		4,101.88	4,101.88	0.00	0.00	2/19/2022	1/27/2022	1/27/2022	82.04	82.04
	1/24/2022	Invoice	103001	10000	Invoice 103001		8,182.35	8,182.35	0.00	0.00	2/24/2022	2/1/2022	2/1/2022	163.65	163.65
	1/20/2022	Invoice	103033	10000	Order 1003		359.75	359.75	0.00	0.00	8/20/2022	1/28/2022	//28/2022	7.20	7.20

### G/L Journal – Receivables (use of Applies to document number field)

	Manage F	Proces	s Page Post	t/Print Line	Account	Open in Exce	More	options			
	Posting Date		Gen. Prod. Posting Group	Amount	Amount (LCY)	Bal. Account Type	Bal. Account No.	Bal. Gen. Posting Type	Applies-to Doc. No.	Bal. Gen. Bus. Posting Group	Bal. Gen. Prod. Posting Group
•	7/20/2022	÷		-352.55	-352.55	Bank Account	NBL		103033	~	
								and the second			
							F9 -	post			
							F9 -	post			
							F9 -	post			
	O Do	ο γοι	ı want to post tł	he journal line	es?		F9 -	post	ournal lines were su	uccessfully post	ed.
	? Do	o you	ı want to post tł	he journal line	es?		F9 -	post	ournal lines were su	uccessfully post	ed.
	? Do	o you	ı want to post tł	he journal line	es?		F9 -	post	ournal lines were su	uccessfully post	ed.
	? Do	o you	ı want to post tł	he journal line	es?		F9 -	post	ournal lines were su	uccessfully post	ed.

### G/L Journal – Receivables (use of Applies to document number field)

#### **Customer Ledger Entries**

	Posting Date		Document Type	Document No.	Customer No.	Description	Currency Code	Original Amount	Amount	Amount (LCY)	Remaining Amount
$\rightarrow$	7/20/2022	÷	Payment	G00001	10000	The Cannon Group PLC		-352.55	-359.75	-359.75	0.00
	7/20/2022		Invoice	103033	10000	Order 1003		359.75	359.75	359.75	0.00

Detailed Cust	omei	Ledger Entries	🔎 Search	Process	Entry 🚺 Open	in Excel More	e options	\ ≣
Posting Date ↑		Entry Type	Document Type	Document No.	Customer No.	Currency Code	Amount	Amount (LC'
7/20/2022	÷	Initial Entry	Payment	G00001	10000		-352.55	-352.5
7/20/2022		Payment Discount	Payment	G00001	10000	2% discount	-7.20	-7.2
7/20/2022		Application	Payment	G00001	10000		359.75	359.7

#### Payments tab of Customer card

Payments		
Payment Terms Code	1M(8D)	$\checkmark$

Code †	Description	Due Date Calculation
10 DAYS	Net 10 days	10D
14 DAYS	Net 14 days	14D
15 DAYS	Net 15 days	15D
1M(8D)	1 Month/2% 8 days	1M

## Transfer of cash amount from bank accout to Cash account

Cash account might be used, for example, for a cash register

Cash Receipt Jo	Cash Receipt Journals   Work Date: 7/20/2022									
Batch Name BANK										
Manage Pr	oces	s Post/Prin	t Line Ac	count 🛛 🚺 O	pen in Excel	More options				
Posting Date		Document Type	Document No.	Account Type	Account No.	Description	Amount	Amount (LCY)	Bal. Account Type	Bal. Account No.
7/20/2022 G02001 G/L Account 2950 Money on t						Money on the way	100.00	100.00	Bank Account	NBL
7/20/2022	÷		G02002	G/L Account	2910	Cash	100.00	100.00	G/L Account	2950

First line:Bank Account (NBL->2920) 100 GBP->Account 2950 (Money on the way)Second line:Account 2950 (Money on the way) 100 GBP->2950 (Petty cash account)



# Transfer of cash amount from bank accout to Cash account

?	Do you want to post the journal lines?	
	Yes	No

Tell me what you want to do	2 X
G/L	
Go to Pages and Tasks	Show all (7)
> G/L Budgets	Lists
> Job G/L Journals	Tasks
> Job Post WIP to G/L	Tasks
Go to Reports and Analysis	Show all (14)
G/L Register	Reports and Analysis
G/L Registers	Archive
Job WIP To G/L	Reports and Analysis

The journal lines were successfully posted.

# Transfer of cash amount from bank accout to Cash account

÷	G/L Registers   Wo	rk Date: 7/20/2	022						2
	✓ Search Pro	ocess Repor	t Reverse	View Open in Exce	Actions	Related	Reports	$\mathbf{\nabla}$	
	No.↓	Creation Date	Creation Time	User ID	Source Code	Journal Batch Name	From Entry No.	To Entry No.	
	<u>334</u> :	11/10/2021	9:55:15 AM	TEACHER	CASHRECJNL	BANK	3463	3466	3
	333	10/27/2021	1:03:41 PM	522887	SALES		3458	3462	٦

✓ Search Process	Report Reverse	Open in Excel Act	ions Related Reports ·	
🐺 General Ledger	喔 Vendor Ledger	폐 Bank Account Ledger	🌇 Maintenance Ledger	
🖳 Customer Ledger	🔋 Employee Ledger	🛱 Fixed Asset Ledger	🖪 VAT Entries	

	Posting Date ↓		Document Type	Document No.	G/L Account No.	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type	Dimension Set ID	Bal. Account No.
$\rightarrow$	7/20/2022	:		G02002	2950	Cash				-100.00	G/L Account	0	2910
	7/20/2022			G02001	2950	Money on the way				100.00	Bank Account	0	NBL
	7/20/2022			G02001	2920	Money on the way				-100.00	G/L Account	0	2950
	7/20/2022			G02002	2910	Cash				100.00	G/L Account	0	2950

