

Business Central Introduction

Microsoft Dynamics 365 Business Solution

General Ledger and Payment Basics

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Chart of Accounts

Chosen user role

EDIT - MY SETTINGS

Role Center Accounting Manager ...

Company CRONUS International Ltd. ...

Work Date 26.02.2020

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 Cancel

See next slide

Dynamics 365 Business Central

CRONUS International Ltd.

Journals

Fixed Assets

Cash Flow

Cost Accounting

Posted Documents

Chart of Accounts

Vendors

Purchase Invoices

Purchase Orders

Budgets

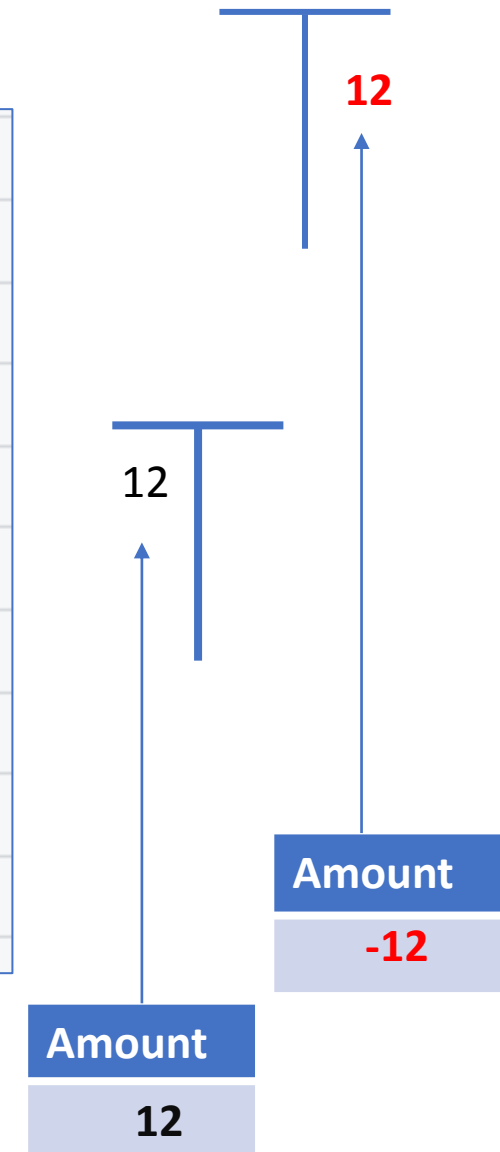
Bank Accounts

VAT Statements

Items

Chart of account

2900	Liquid Assets	-	-
2910	Cash	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
3000	LIABILITIES AND EQUITY		



+amount ->Debit Side and -amount ->Credit Side <- SYNTAX

Chart of account (accounts might be nested)

ACCOUNT TYPE	TOTALING
Posting	
End-Total	2400..2440
Begin-Total	
Posting	
End-Total	2800..2890
Begin-Total	
Posting	
Posting	
Posting	
Posting	
Posting	
End-Total	2900..2990
End-Total	2000..2995
End-Total	1002..2999

Dynamics 365 Business Central

2920 BANK, LCY | WORK DATE: 26.02.2020

General Ledger Entries

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

Filters X

Filter list by:
 X G/L Account No.
 2920

+ Filter...

POSTING DATE	DOCUME... TYPE	DOCUMENT NO.	G/L ACCOUNT NO.	G/L ACCOUNT NAME	DESCRIPTION
09.02.2020	Payment	G04010	2920	Bank, LCY	London Postmaster
31.12.2019		BANK2	2920	Bank, LCY	Opening Entries, Bank Accot
31.12.2019		BANK2	2920	Bank, LCY	Opening Entries, Bank Accot
31.12.2019		00-12B	2920	Bank, LCY	Balance Sheet Changes 2019
C31.12.2018		START	2920	Bank, LCY	Opening Entry

POSTING DATE	AMOUNT	BAL. ACCOUNT TYPE	BAL. ACCOUNT NO.	ENTRY NO.	DIMENSION SET ID	EXTERNAL DOCUME... NO.
09.02.2020	-187,50	Vendor	10000	2985	50	
31.12.2019	-2 846,54	Bank Accou...	NBL	2447	0	
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 (back account reconciliation will be mentioned later)

CRONUS International Ltd. | Journals ▾ Fixed Assets ▾ Cash Flow ▾ Cost Accounting ▾ Posted Documents ▾ Administration ▾

Chart of Accounts Vendors Purchase Invoices Purchase Orders Budgets **Bank Accounts** VAT Statements Items Customers More ▾

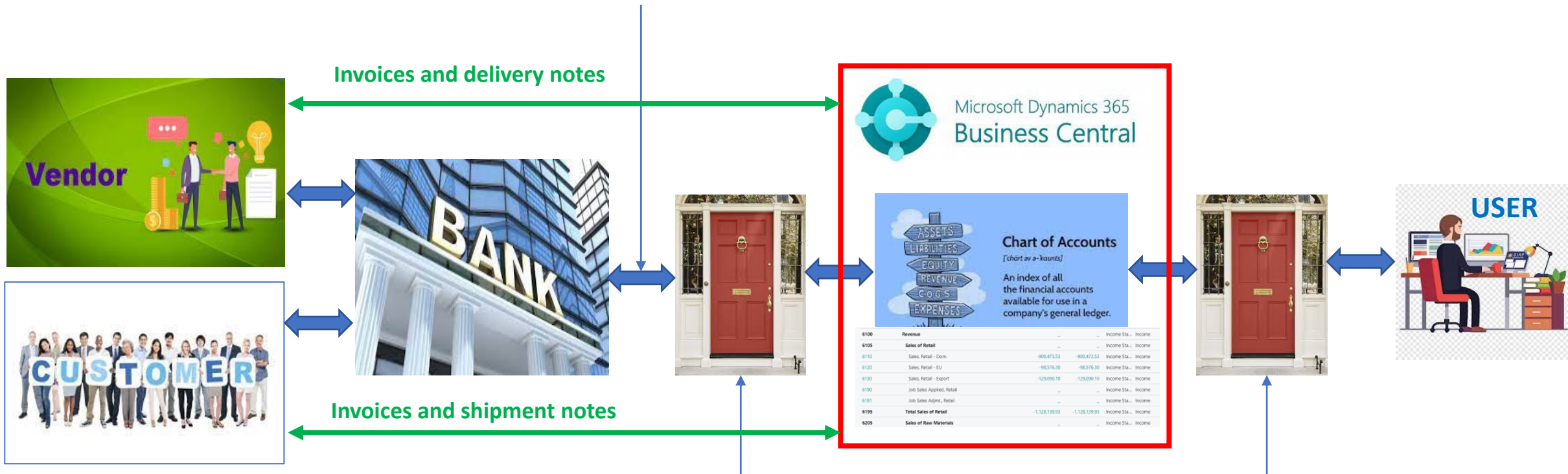
Bank Accounts: All ▾ | 🔍 Search + New 🗑️ Delete Report ▾ Bank Account ▾ Navigate ▾

NO.	NAME	PHONE NO.	CONTACT
B010	Homeless bank		
GIRO	Giro Bank		Paula Nartker
NBL	New Bank of London		Holly Dickson
WWB-EUR	World Wide Bank		Grant Culbertson
WWB-OPERATI...	World Wide Bank		Grant Culbertson
WWB-TRANSFE...	World Wide Bank		Grant Culbertson
WWB-USD	World Wide Bank		Grant Culbertson

Basic principle General Ledger Journal

The only two-way Gateway to the General Ledger (Chart of Accounts)

Bank Statements and Orders



Microsoft Dynamics 365 Business Central

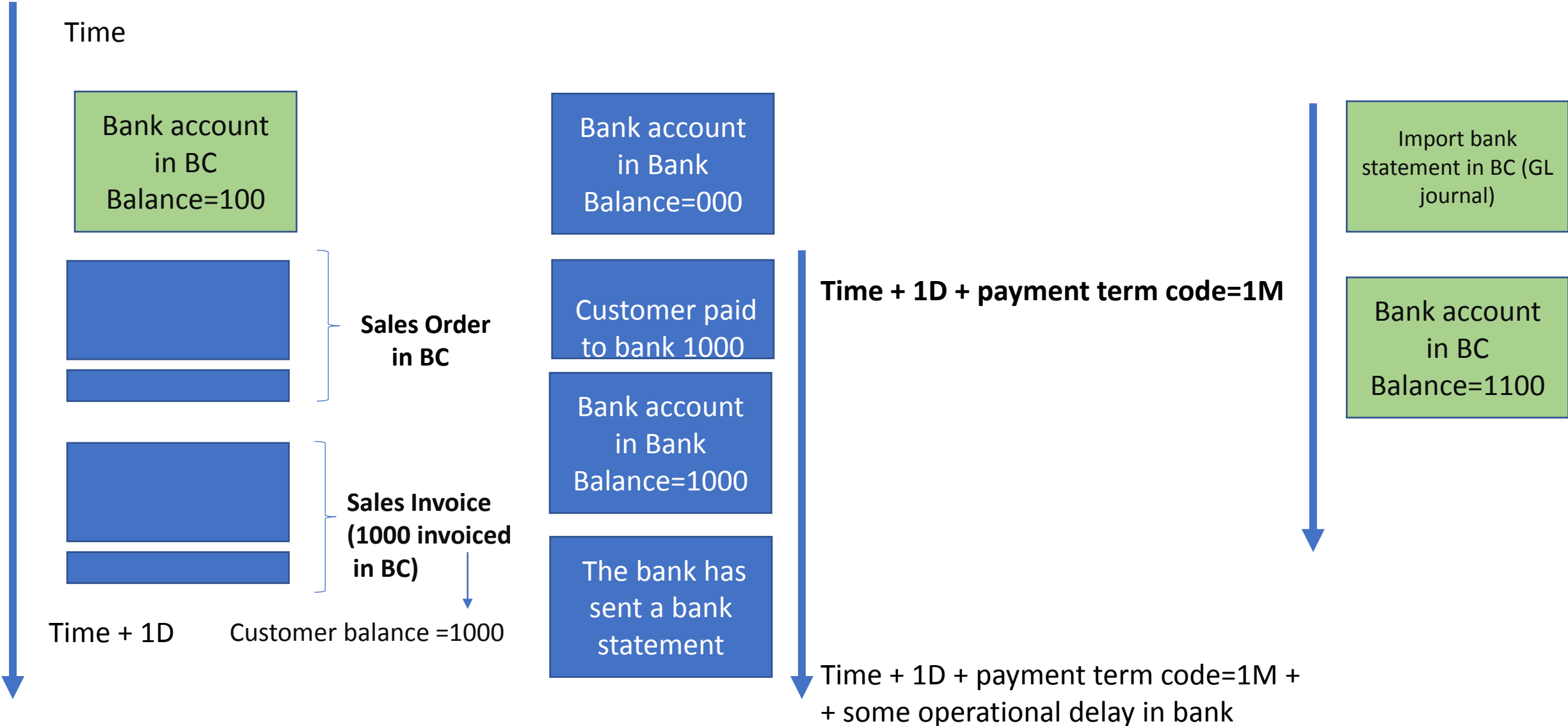
Chart of Accounts
[chart av a-kaunts]
An index of all the financial accounts available for use in a company's general ledger.

Account No.	Account Name	Description	Income Sta.	Income
6100	Revenue		Income Sta...	Income
6105	Sales of Retail		Income Sta...	Income
6110	Sales, Retail - Dom.	-900,473.53	-900,473.53	Income Sta... Income
6120	Sales, Retail - EU	-98,576.30	-98,576.30	Income Sta... Income
6130	Sales, Retail - Export	-129,090.10	-129,090.10	Income Sta... Income
6190	Job Sales Applied, Retail			Income Sta... Income
6191	Job Sales Adjmt., Retail			Income Sta... Income
6195	Total Sales of Retail	-1,128,139.93	-1,128,139.93	Income Sta... Income
6205	Sales of Raw Materials			Income Sta... Income

Posting Date	VAT Date	Document Type	Document No.	Account Type	Account No.	Applies-to Doc. No.	Account Name	Description	Currency Code	EU 3-Party Trade	Gen. Posti... Type	Gen. Bus. Posti... Gro...	Gen. Prod. Posti... Group	Amount	Amount (LCY)	Bal. Account Type	Bal. Account No.
3/1/2026	3/1/2026		G00010	G/L Account						<input type="checkbox"/>				0.00	0.00	Bank Acco...	NBL

General Journal Structure = Gateway

Bank reconciliation principle (selling)



Bank account in Business Central

CRONUS International | Finance ▾ Journals ▾ **Cash Management** ▾ Fixed Assets ▾

Cash Receipt Journals **Bank Accounts** Payment Recon. Journals Payment Terms
Payment Journals Direct Debit Collections Bank Acc. Statements Cash Flow Forecasts

Bank Accounts: All ▾ | 🔍 Search + New 🗑 Delete Report ▾ Bank Account ▾ Navigate ▾ | More options

No. ↑	Name	Phone No.	Contact	Balance	Balance (LCY)
GIRO	⋮ Giro Bank		Paula Nartker	-197 645,00	-197 645,00
NBL	New Bank of London		Holly Dickson	101 208,37	101 208,37
WWB-EUR	World Wide Bank		Grant Culbertson	3 730,18	2 367,47
WWB-OPERATING	World Wide Bank		Grant Culbertson	-1 385 205,14	-1 385 205,14
WWB-TRANSFERS	World Wide Bank		Grant Culbertson	0,00	0,00
WWB-USD	World Wide Bank		Grant Culbertson	2 670,73	1 732,83

Bank account in Business Central (chosend account)

General		Show more
No.	<input type="text" value="NBL"/> ...	Bank Account No. <input type="text" value="78-66-345"/>
Name	<input type="text" value="New Bank of London"/>	Balance
Bank Branch No.	<input type="text" value="NB54366"/>	<input type="text" value="101 208,37"/>
	Blocked	<input type="checkbox"/>
Communication		Show less
Address	<input type="text" value="4 Baker Street"/>	Mobile Phone No. <input type="text"/>
Address 2	<input type="text"/>	Contact
Post Code	<input type="text" value="W1 3AL"/> ...	<input type="text" value="Holly Dickson"/>
City	<input type="text" value="London"/> ...	Fax No. <input type="text"/>
Country/Region Code	<input type="text"/>	Email
Phone No.	<input type="text"/>	Home Page
		<input type="text"/>
Posting		
Currency Code	<input type="text"/>	Last Payment Statement No. <input type="text"/>
Last Check No.	<input type="text"/>	Balance Last Statement
Transit No.	<input type="text"/>	<input type="text" value="2 846,54"/>
	Bank Acc. Posting Group	<input type="text" value="LCY"/>

Bank account and relation to Chart of account

Posting

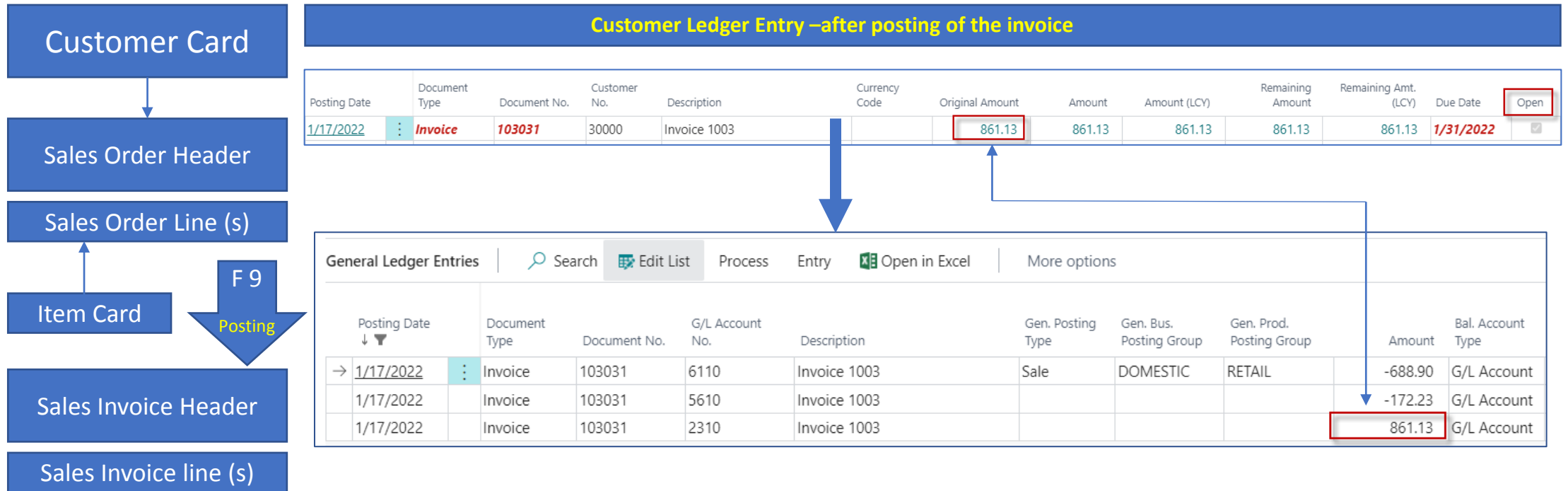
Currency Code	<input type="text"/>	Last Payment Statement No.	<input type="text"/>
Last Check No.	<input type="text"/>	Balance Last Statement	<input type="text" value="2 846,54"/>
Transit No.	<input type="text"/>	Bank Acc. Posting Group	<input type="text" value="LCY"/>
Last Statement No.	<input type="text" value="5"/>		

LCY and the linking
of this code to account number **2920**

Select - Bank Account Posting Groups | 🔍 ✓ + New 🗑 Edit List ...

Code ↑	G/L Account No.
CURRENCIES	2930
→ <u>LCY</u>	2920
LCY2	2940
OPERATING	5310

Payment application – basic principle



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

Batch Name DEFAULT ...

Manage Process Page Post/Print Line Account Open in Excel | More options

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		<input type="checkbox"/>				0.00	0.00

Manage Process Page Post/Print Line Account Open in Excel | More options

Posting Date	Amount	Amount (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			

Link to open entries (not paid so far)

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

Relation Number of the Customer ->G/L Account (**10000**->G/L Account **2310**)

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		<input type="checkbox"/>				0.00	0.00

Invoicing tab of Customer card

Invoicing

Bill-to Customer []

VAT Registration No. 789456278

GLN 8712345000004

Use GLN in Electronic Documents ...

Copy Sell-to Addr. to Qte From Company

Posting Details

Gen. Bus. Posting Group DOMESTIC

VAT Bus. Posting Group DOMESTIC

Customer Posting Group DOMESTIC

Select - Customer Posting Groups | 🔍 ⌵ + New ...

Show All Accounts

Code ↑	Description	View All Acc... on Loo...	Receivables Account
→ DOMESTIC	Domestic customers	<input type="checkbox"/>	2310
EU	Customers in EU	<input type="checkbox"/>	2320
FOREIGN	Foreign customers (not EU)	<input type="checkbox"/>	2320

Possible modification of the fields in G/L Journal

CRONUS International | Finance | Journals | Cash Management

General Journals | Recurring General Journals | Purchase Journals | Sales Journals

No. ↑	Name	Phone No.
GIRO	Giro Bank	
NBL	New Bank of London	

Manage | Process | Page | Post/Print | Line | Account | Actions | Related | Fewer options

Posting Date	Document Type	Document No.	Account Type	Exter... Docu... No.	Account No.	Applies-to ID	Account Name	Applies-to Doc. No.	Description	Currency Code	EU 3-Party Trade	Gen. Posti... Type	Gen. Bus. Posting Group	Gen. Prod. Post... Gro...	Amount
2023/02		G00052	G/L Account		1080		Car Maintenance		Car Maintenance		<input type="checkbox"/>	Purcha...	DOMES...	SERVI...	0,00

In our case, we already have this field in the journal structure

To open entries (not paid so far)

Modification of the fields (only if field Applies to document number is missing in your database)

The image illustrates the process of adding a field to a journal page in Dynamics 365. It shows the 'Personalize' menu, the 'Personalizing: General Journals' page with a '+ Field' button, the 'Add Field to Page' dialog, and a table of available fields.

Description	Bal. Account Type	Bank Statement Import Format	Bal. Account No.	No. Series
Bank NBL	Bank Accou...	Bank Statement Import Format	NBL	GJNL-GEN
World Wide Bank	Bank Accou...		WWB-EUR	GJNL-GEN

In our case we have only one field that we can display and we move this field to the journal using the **drag and drop** method

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

Posting Date	Amount	Amount (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			

General

Posting Date 7/20/2022

Document Type Payment

Document No. G00001

Currency Code

Amount 0.00

Remaining Amount 0.00

Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code	Remaining Amount	Appln. 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
→ 1/16/2022	Credit Memo	104001	10000	Credit Memo 104001		-292.84	-292.84	0.00	0.00	1/16/2022			0.00	0.00
12/31/2021	Invoice	00-11	10000	Opening Entries, Customers		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, Customers		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, Customers		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
7/20/2022	Invoice	103033	10000	Order 1003		359.75	359.75	0.00	0.00	8/20/2022	7/28/2022	7/28/2022	7.20	7.20

Selected invoice that is not reimbursed

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

Manage Process Page Post/Print Line Account Open in Excel 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	▼	



Do you want to post the journal lines?

The journal lines were successfully posted.

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

Customer Ledger Entries (Payment <-> Invoice)

Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code	Original Amount	Amount	Amount (LCY)	Remaining Amount
→ 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 Customer Ledger Entries | Search | Process | Entry | Open in Excel | More options

Posting Date ↑	Entry Type	Document Type	Document No.	Customer No.	Currency Code	Amount	Amount (LCY)
7/20/2022	Initial Entry	Payment	G00001	10000		-352.55	-352.55
7/20/2022	Payment Discount	Payment	G00001	10000		-7.20	-7.20
7/20/2022	Application	Payment	G00001	10000		359.75	359.75

Payments tab of Customer card

Payments

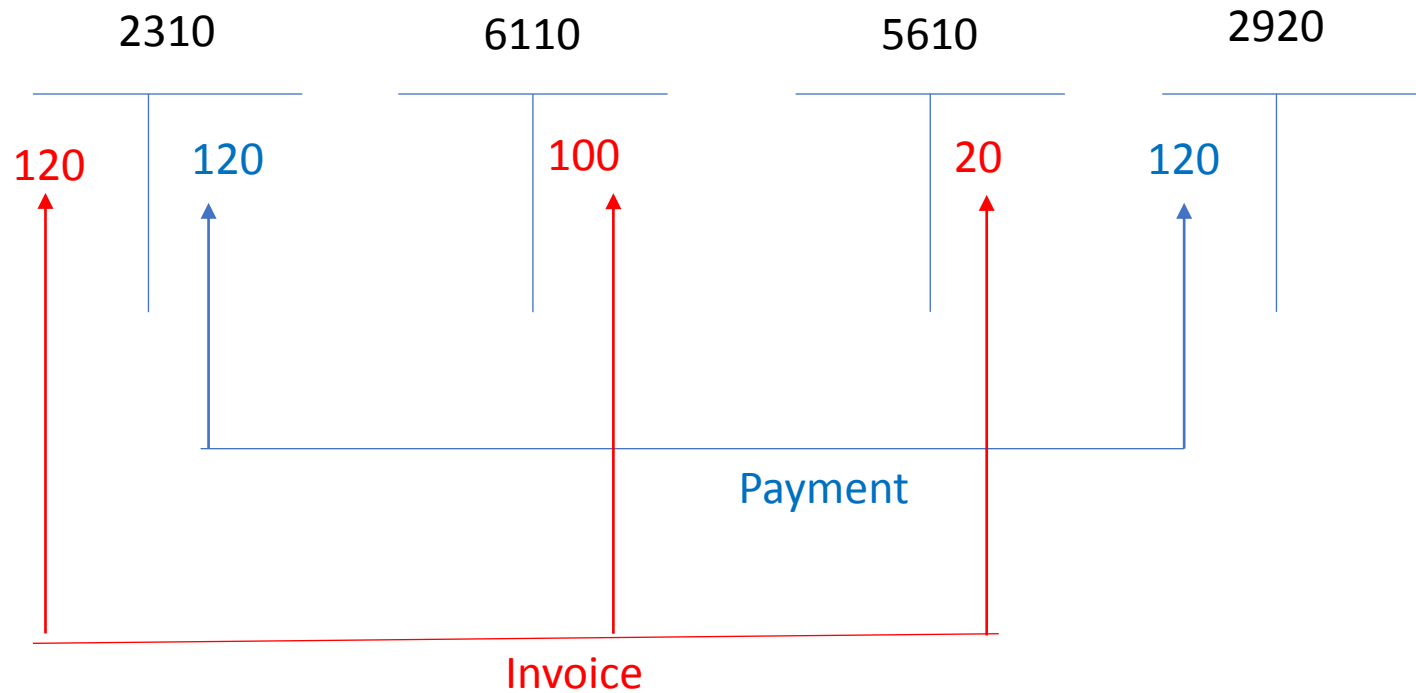
Payment Terms Code 1M(8D) ▾

7,2 is 2% of the invoiced amount 359,75

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

G/L accounts posting sales and payment – principles

(no payment discount presented)



General Ledger Journal – Payables

CRONUS International Ltd. | Finance ▾ Journals ▾ Cash Management ▾ Cost Accounting ▾

General Journals: All ▾ | 🔍 Search + New 🗑️ Delete 🛠️ Edit List Home ▾ 📄 Post ▾ General Journal

Name ↑ ▾	Description	Bal. Account Type	Bal. Account No.
BANKA.EU	banka	Bank Account	WWB:EUR
CASH	Cash receipts and payments	G/L Account	2910
DEFAULT	Default Journal Batch	G/L Account	
BANK NBL	Bank NBL	Bank Account	NBL

CRONUS International Ltd. | Finance ▾ **Journals ▾** Cash Management ▾ Cost Accounting ▾ Fixed Assets ▾


[Chart of Accounts](#) [Bank Accounts](#) [Customers](#) [Vendors](#) [Purchase Orders](#) [Incoming Documents](#) [Purchase Invoices](#)

General Ledger Journal – Payables

Manage [Home](#) Request Approval Line Incoming Document Page More options

Post Get Standard Journals... Renumber Document Numbers Reconcile Apply Entries...

Posting Date	Document Type	Document No.	Account Type	Account No.	Applies-to Doc. No.	Account Name	Description	Currency Code	EU 3-Party Trade	Gen. Posti... Type	Gen. Bus. Posti... Gro...	Gen. Prod. Posti... Group	Amount	Amount (LCY)	Bal. Account Type	Bal. Account No.
3/1/2026	Payment	G00009	Vendor	10000		London Postmaster	London Postmaster		<input type="checkbox"/>				0.00	0.00	Bank Acco...	NBL



Apply Vendor Entries - 10000 · London Postmaster

General

Posting Date 3/1/2026 Currency Code

Document Type Payment Amount 0.00

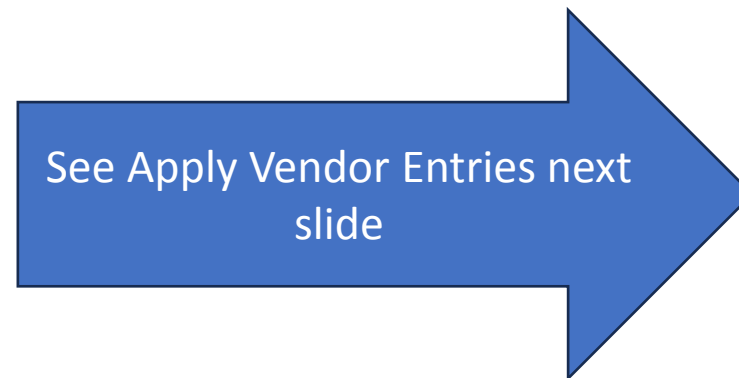
Document No. G00009 Remaining Amount 0.00

Vendor Name

[Home](#) Entry

Show Posted Document | Show Only Selected Entries to Be Applied

Posting Date	Document Type	Document No.	External Document No.	Vendor No. ↑	Vendor Name	Description
3/1/2026	Invoice	10000	000	10000	London Postmaster	Order 1060i
9/7/2025	Invoice	108074	01928	10000	London Postmaster	Order 1060i
9/7/2025	Invoice	108075	DDSSSSAAA	10000	London Postmaster	Order 1060i



General Ledger Journal – Payables

Show Posted Document | Show Only Selected Entries to Be Applied

Posting Date	Document Type	Document No.	External Document No.	Vendor No. ↑	Vendor Name	Description	Currency Code	Remaining Amount	Appl. Remaining Amount	Amount to Apply	Appl. Amount to Apply	Due Date ↑	Pmt. Discount Date	Pmt. Disc. Tolerance Date
9/7/2025	Invoice	108074	01928	10000	London Postmaster	Order 106065		-715.00	-715.00	0.00	0.00	9/30/2025	9/7/2025	9/7/2025
9/7/2025	Invoice	108075	DDSSSAAA	10000	London Postmaster	Order 106066		-62.50	-62.50	0.00	0.00	9/30/2025	9/7/2025	9/7/2025
9/7/2025	Invoice	108076	CL_BK_001	10000	London Postmaster	Order 106067		-88.00	-88.00	0.00	0.00	9/30/2025	9/7/2025	9/7/2025
→ 9/7/2025	Invoice	108079	987126351	10000	London Postmaster	Order 106070		-62.50	-62.50	0.00	0.00	9/30/2025	9/7/2025	9/7/2025
9/7/2025	Invoice	108080	IBM_HE_001	10000	London Postmaster	Order 106071		-880.00	-880.00	0.00	0.00	9/30/2025	9/7/2025	9/7/2025
3/1/2026	Invoice	108083	MEDIUM IP...	10000	London Postmaster	Order 106074		-22.00	-22.00	0.00	0.00	3/31/2026	3/1/2026	3/1/2026


Appln. Currency	Amount to Apply	Pmt. Disc. Amount	Rounding	Applied Amount	Available Amount	Balance
	-62.50	0.00	0.00	-62.50	0.00	-62.50

Chosen entry – confirm by OK

General Ledger Journal – Payables

Posting Date	Document Type	Document No.	Account Type	Account No.	Applies-to Doc. No.	Account Name	Description	Currency Code	EU 3-Party Trade	Gen. Posti... Type	Gen. Bus. Posti... Gro...	Gen. Prod. Posti... Group	Amount	Amount (LCY)	Bal. Account Type	Bal. Account No.
3/1/2026	Payment	G00009	Vendor	10000	108079 ...	London Postmaster	London Postmaster		<input type="checkbox"/>				62.50	62.50	Bank Acco...	NBL



 Do you want to post the journal lines?

Vendor Ledger Entries

CRONUS International Ltd. | Finance ▾ Journals ▾ Cash Management ▾ Cost Accounting ▾ Fixed Assets ▾

Chart of Accounts Bank Accounts Customers **Vendors** Purchase Orders Incoming Documents Purchase Invoices

CRONUS International Ltd. | Finance ▾ Journals ▾ Cash Management ▾ Cost Accounting ▾ Fixed Assets ▾ Posted

Vendors: All ▾ | 🔍 Search + New 🗑️ Delete Home ▾ New Document ▾ Vendor ▾ | More options

No. ↑	Name	Location Code	Phone No.	Contact	Search Name	Balance (LCY)
10000	London Postmaster			Mrs. Carol Philips	LONDON P...	361,221.01
20000	AR Day Property Management	YELLOW		Mr. Frank Lee	AR DAY PR...	131,460.57
20300190	Malay-Dan Export Unit Sdn Bhd	YELLOW		Mr. Fabrice Perez	MALAY-DA...	0.00

Edit

Vendor Ledger Entries

Vendor Card

Ctrl-F7

Access to Vendor Ledger Entries

Posting Date ↓	Document Date	Document Type	Document No.	External Document No.	Vendor No. ↓	Vendor Name	Description	Departme... Code	Project Code	Currency Code ↓	Payment Method Code	Pay... Refe...	Cre... No.	Original Amount	Amount
→ 3/1/2026	3/1/2026	Payment	G00009		10000	London Postmaster	London Postmaster							62.50	62.50
3/1/2026	3/1/2026	Invoice	108083	MEDIUM IP...	10000	London Postmaster	Order 106074							-22.00	-22.00
9/7/2025	9/7/2025	Invoice	108080	IBM_HE_001	10000	London Postmaster	Order 106071							-880.00	-880.00
9/7/2025	9/7/2025	Invoice	108079	987126351	10000	London Postmaster	Order 106070							-62.50	-62.50
9/7/2025	9/7/2025	Invoice	108076	CI_BK_001	10000	London Postmaster	Order 106067							-88.00	-88.00
9/7/2025	9/7/2025	Invoice	108075	DDSSSAAA	10000	London Postmaster	Order 106066							-62.50	-62.50
9/7/2025	9/7/2025	Invoice	108074	01928	10000	London Postmaster	Order 106065							-715.00	-715.00
9/7/2025	9/7/2025	Invoice	108073	DSŠ	10000	London Postmaster	Order 106063							-62.50	-62.50
9/7/2025	9/7/2025	Invoice	108072	T_014_RED_5	10000	London Postmaster	Order 106064							-275.00	-275.00

General Ledger Entries

Vendor Ledger Entries | Search | Edit List | Home | Entry | More options

Show Document | Apply Entries | Find entries... | Create Payment | Reverse Transaction...

Posting Date ↓	Document Date	Document Type	Document No.	External Document No.	Vendor No. ↓	Vendor Name	Description	Departme... Code	Project Code
→ 3/1/2026	3/1/2026	Payment	G00009		10000	London Postmaster	London Postmaster		
5/1/2026	5/1/2026	Invoice	108085	MEDIUM IP...	10000	London Postmaster	Order 108074		

Search for documents

Document No. : G00009 External Document No. :

Posting Date : 03/01/26

Show Related Entries | Find | Print...

Related Entries	No. of Entries
→ G/L Entry	2
Vendor Ledger Entry	1
Detailed Vendor Ledg. Entry	3
Bank Account Ledger Entry	1

General Ledger Entries

Posting Date ↓ ▼	Document Type	Document No. ▼	G/L Account No. ↓	Description	Department Code	Project Code	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. A Type
→ 3/1/2026	Payment	G00009	5410	London Postmaster						62.50	Bank
3/1/2026	Payment	G00009	2920	London Postmaster						-62.50	Venc

Or by this way

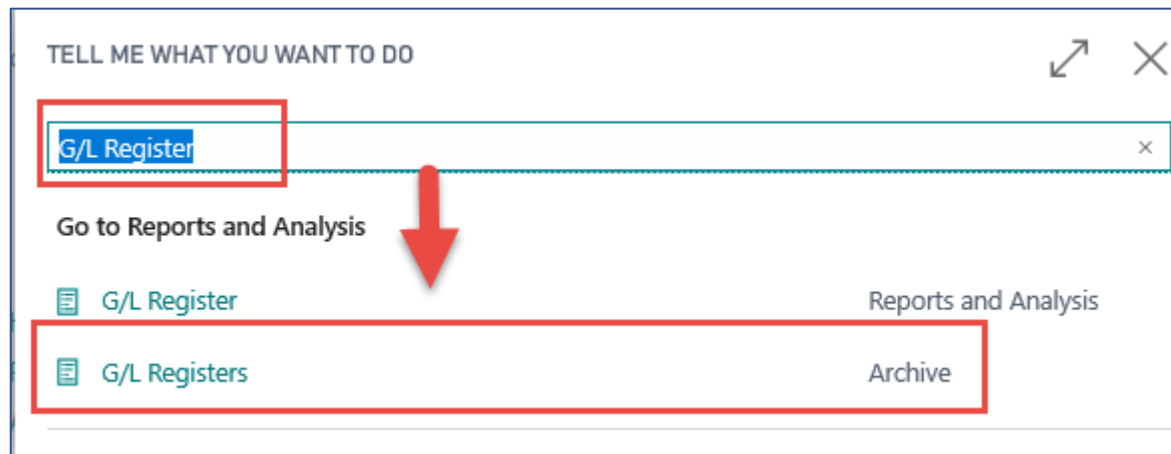
TELL ME WHAT YOU WANT TO DO

G/L Register

Go to Reports and Analysis

G/L Register Reports and Analysis

G/L Registers Archive



General Ledger Entries

Or by this way

TELL ME WHAT YOU WANT TO DO

G/L Register

Go to Reports and Analysis

- G/L Register Reports and Analysis
- G/L Registers Archive



G/L Registers | Work Date: 3/1/2026

Search Home Report Reverse More options

- General Ledger
- Vendor Ledger
- Bank Account Ledger
- Maintenance Ledger
- Customer Ledger
- Employee Ledger
- Fixed Asset Ledger
- VAT Entries

No. ↓	Creation Date	Creation Time	User ID	Source Code	Journal Batch Name	From Entry No.	To Entry No.
<u>282</u>	10/31/2023	11:13:23 AM	JSKORKOVSKY	GENJNL	BANK NBL	3346	3347
281	10/30/2023	3:36:02 PM	JSKORKOVSKY	GENJNL	CASH	3341	3345

General Ledger Entries

General Ledger Entries											
Search											
Edit List											
Home											
Review Entries											
More options											
Find entries...											
Reverse Transaction...											
Correct Dimensions											
Entry											
Posting Date	Document Type	Document No.	G/L Account No.	Description	Department Code	Project Code	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	
→ 3/1/2026	Payment	G00009	5410	London Postmaster						62.50	
3/1/2026	Payment	G00009	2920	London Postmaster						-62.50	

Reversal operation (data preparation)

Posting Date	Account Type	Exter... Docu... No.	Account No.	Applies-to ID	Account Name	Applies-to Doc. No.	Description	Currency Code	EU 3-Party Trade	Gen. Posti... Type	Gen. Bus. Posting Group	Gen. Prod. Post... Gro...	Amount	Amount (LCY)	Bal. Account Type	Bal. Acc No.
2023/02/01	G/L Account	2910	2910		Cash		New Bank of London		<input type="checkbox"/>				100,00	100,00	Bank Account	NBL

Transfer of amounts from the bank to the company cash office to pay for the petty cash



Transfer of 100 from NBL bank account (2920) to cash account (2910)

G/L Register Archive

G/L Account No. ↓	Description	Department Code	Project Code	Additional-Currency Amount	Gen. Posting Type	Gen. Bus. Posting Group	Prod. Post... Gro...	Amount	Bal. Account Type	Bal. Acc No.
2920	New Bank of London			0,00				-100,00	G/L Account	2910
2910	New Bank of London			0,00				100,00	Bank Account	NBL

Reversal operation (data preparation)

G/L Account No. ↓	Description	Department Code	Project Code	Additional-Currency Amount	Gen. Posting Type	Gen. Bus. Posting Group	Prod. Post... Gro...	Amount	Bal. Account Type	Bal. Acc No.
2920	New Bank of London			0,00				-100,00	G/L Account	2910
2910	New Bank of London			0,00				100,00	Bank Account	NBL

General Ledger Entries | Search | Edit List | Process | Entry | More options

Reverse Transaction...

1 - Process->Reverse Transaction

2 - Action->Functions->Others ->Reverse Transaction

Edit - Reverse Transaction Entries - G/L Account 2910 Cash

Search | Edit List | Reverse | Reverse and Print | More options

Transaction No.	Account No.	Entry No. ↑	Posting Date ↑	Description
→ 727	G/L Entry 2910	4436	2023/02/01	New Bank of London
727	G/L Entry 2920	4437	2023/02/01	New Bank of London
727	Bank Account Ledger Entry NBL	4437	2023/02/01	New Bank of London

A suggestion of what a reverse operation should look like


Reverse

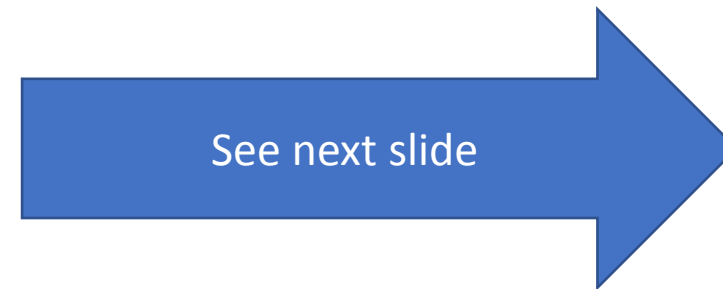
Edit - Reverse Transaction Entries - G/L Account 2910 Cash

Search Edit List **Reverse** Reverse and Print More options

Instructions for execution

Transaction No.		Account No.	Entry No. ↑	Posting Date ↑	Description
→ 727	G/L Entry	2910	4436	2023/02/01	New Bank of London
727	G/L Entry	2920	4437	2023/02/01	New Bank of London
727	Bank Account Ledger Entry	NBL	4437	2023/02/01	New Bank of London

 To reverse these entries, correcting entries will be posted.
Do you want to reverse the entries?



Reversal

Cash 2910	Bank 2920
100	100
-100	-100

To see the amount with a negative sign on the Debit side or vice versa on the Credit side, open a view of all fields in the table using Ctrl-Alt-F1

Reversal operations (so called red numbers)

Posting Date ↓	Source Code	G/L Account No. ↓	Description	Department Code	Project Code	Additional-Currency Amount	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Post... Gro...	Amount	Bal. Account Type
→ 2023/02/01	REVERSAL	2920	New Bank of London			0,00				100,00	G/L Account
2023/02/01	GENJNL	2920	New Bank of London			0,00				-100,00	G/L Account
2023/02/01	REVERSAL	2910	New Bank of London			0,00				-100,00	Bank Account
2023/02/01	GENJNL	2910	New Bank of London			0,00				100,00	Bank Account

All fields (other amounts- it was created after another transaction) I.

G/L Registers | Work Date: 2023/10/17

Search **Process** Report Reverse More options

Views **All**

No. ↓	Creation Date	Creation Time	User ID	Source Code	Journal Batch Name	From Entry No.	To Entry No.	From VAT Entry No.	To VAT Entry No.
740	2023/10/22	10:42:14	USER1	REVERSAL		4783	4784	1379	1378
739	2023/10/22	10:36:13	USER1	GENJNL	DEFAULT	4781	4782	1379	1378

Filter list by...

← G/L Registers | Work Date: 2023/10/17

Search **Process** Report Reverse

General Ledger Customer Ledger

	Posting Date ↓		Document Type	Document No.	G/L Account No. ↓	Description	Department Code	Amount
→	2023/10/17	:		G00080	2920	Cash		222,00
	2023/10/17			G00080	2910	Cash		-222,00

All fields (other amounts- it was created after another transaction) I.

Posting Date ↓	Document Type	Document No.	G/L Account No. ↓	Description	D C
→ 2023/10/17	:	G00080	2920	Cash	
2023/10/17		G00080	2910	Cash	

Use of Alt+Ctrl+F1 key combination

Page
General Ledger Entries (20, List)

Table
G/L Entry (17)

[View table](#)

Table Fields | Extensions | Pa

Base Application

Debit Amount (53, Decimal)	0
Base Application	
Credit Amount (54, Decimal)	-222
Base Application	

All fields (other amounts- it was created after another transaction) II.

Posting Date ↓	Document Type	Document No.	G/L Account No. ↓	Description	D C
2023/10/17		G00080	2920	Cash	
→ 2023/10/17	:	G00080	2910	Cash	

Use of Alt+Ctrl+F1 key combination

Page
General Ledger Entries (20, List)
Table
G/L Entry (17)
View table
Table Fields Extensions Page Filter
Transaction No. (52, Integer) 851 Base Application
Debit Amount (53, Decimal) -222 ←
Base Application
Credit Amount (54, Decimal)

I don't understand,
after so many budget cuts,
why don't we move faster?

